

HOW TO CONSTRUCT
SHORTHAND
PHRASES
ROBERT F. ROSE



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HOW TO CONSTRUCT SHORTHAND PHRASES

By ROBERT F. ROSE

Author of "The Robert F. Rose Expert Shorthand Course," "How to Become a Private Secretary," "How to Do Law Office Stenography," "How to Become an Expert Court Reporter," etc.

COMPILED ONLY FOR STUDENTS OF THE
ROSE EXPERT SHORTHAND COURSE

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PREFACE

If you have a thorough knowledge of the principles of word construction and the application of those principles to the making of phrases, you already know how to construct phrases. It is assumed that you have thoroughly mastered each lesson in the Robert F. Rose Expert Shorthand Course so far as you have gone, and if so, you will find few if any new ideas in this book relative to the subject of phrasing.

What, then, is the object of the book? There must be an object, else it would not have been written. If there are no principles in this book not completely covered in the course, what is the reason for it?

In the first place, this book presents in convenient form all the word-signs and phrase principles in order to make them easy of reference. If this were the only object, the book would be justified.

But to my mind the most important use to which this book can be put is that of review work. No matter how thoroughly you have mastered the lessons, no matter how much study you have given the course, frequent review of the principles of phrase construction and practise in writing the phrase outlines will be found most helpful. No one can know shorthand too well, and as has been frequently iterated in the course, the instant application of the shorthand of which you have a knowledge is an ability which comes only through the most assiduous practise.

In the last quarter of a century it has been my work to instruct others in the art of writing shorthand. To do this, it has been necessary for me to go through the principles thousands of times. In the correction of the work of correspondence pupils, thousands of questions

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have been asked of me. I can truthfully say that I have never gone through a lesson with a pupil, but I have been imprest with the science which underlies the principles of shorthand, and that each time I have seen new beauties and new features which close analyzation has revealed. A more profitable evening cannot be imagined by me than the taking of the phrases from phonographie dietation. Each hour's work of this kind makes those phrases more easily executed, and I predict that, no matter how long you may write shorthand, you will ever find profitable the time devoted to just such work.

And it is for this reason that this book will be found of great value to you. That value, of course, will depend upon the time you give to it. It places the opportunity before you to become more accomplished as a shorthand note-maker, and it is my sincere wish that you make use of it.

Yours truly,

A handwritten signature in cursive script, appearing to read "Robert F. Rose".

HOW TO CONSTRUCT PHRASES

Chapter One

THE VOWEL WORD-SIGNS

The following word-signs are based on the dot and dash vowels, the diphthongs, the circles and loops:

the	but	I
a	awe	is
an	already	his
and		
of	oh	as
	owe	has
	go	
put	on*	is-as
		is-his
all	he*	as-is
	him*	as-has
	should*	as-his
to		
two	how*	you
too		
about	ought	first
or	who	

* These dash vowel word-signs are made upward. All other dash vowel word-signs are made downward.

HOW TO CONSTRUCT SHORTHAND PHRASES

WRITING EXERCISE

Write the following exercise frequently in order to firmly fix the word-signs in your mind:

The, but, I, first, who, or, a, awe, is, you, ought, about, an, already, his, as-his, how, too, an, oh, as, as-has, should, two, and, owe, has, as-is, him, put, he, of, go, is-his, on, or, is-as, already, to, is-his, go, put, eye, as-is, all, first, to.

THE SIMPLE CONSONANT WORD-SIGNS

The following word-signs are based on the simple consonants:

.....\.....	plaintiff/.....	which-----.....	together
.....\.....	hope/.....	change-----.....	recollect
.....\.....	party/.....	much\.....	are (in
.....\.....	happy/.....	charge-----.....	phrasing)
.....\.....	be/.....	advantage\.....	for
.....\.....	object\.....	\.....	
.....\.....	to-be/.....	large\.....	far
.....\.....	\.....	\.....	affect
.....\.....	\.....	\.....	fact
.....	it	-----	common\.....	ever
.....		-----	\.....	
.....	dollar\.....	commonly\.....	have
.....\.....	\.....	
.....	do-----.....	come\.....	however
.....-----.....	\.....	
.....	had	-----	give(.....	think
.....	advertise	-----	(.....	

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.....(..... thank usual thing
 thousand usually thing

.....(..... them her language
 here hear

.....(..... though away long
 along

.....)..... us will am
 from

.....)..... these whole whom
 wholly home

.....)..... was yes important
 your importance

.....)..... wish any may-be
 improve
 -ment

.....)..... shall own half

The plural number and possessive case of nouns represented by word-signs, may be indicated by adding *iss*:

.....)..... things languages homes objects

Self and *selves* may be added to pronouns by *iss* and *ses*:

.....)..... himself herself ourselves yourselves

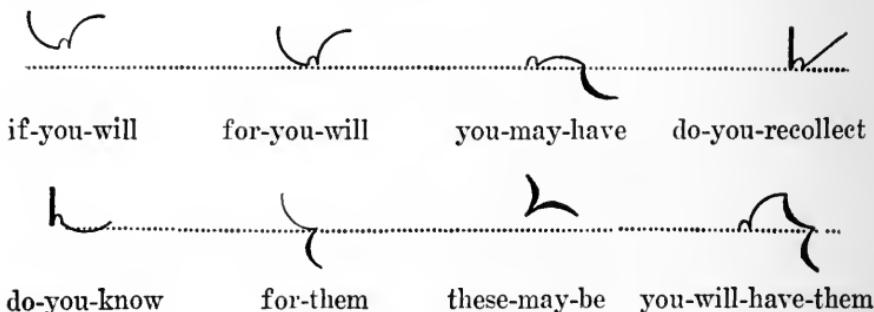
HOW TO CONSTRUCT SHORTHAND PHRASES

Derivatives from the word-signs may be formed by adding the character representing the derivative, either joined or disjoined, to the primitive:

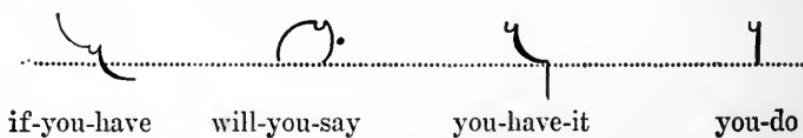


SIMPLE PHRASING

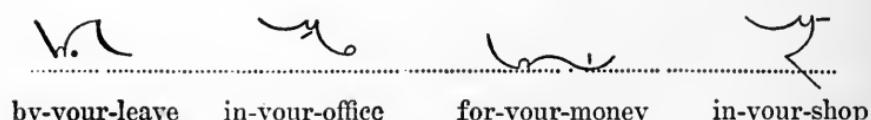
When two or more outlines join easily and naturally, they may be so joined, the first outline usually retaining its position:



The word-sign *you* may be inverted when a more convenient joining will result. When prefixed, the word-sign *you* does not influence the position of the outline to which it is joined:



In phrasing, the word-sign *you* may also be used to indicate the word *your*:



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PHRASE DRILL

Write the phrases contained in the following list from dictation so frequently that you can do so without the least hesitation:

..... are-they

..... by-your-leave

..... are-you

..... by-which

..... are-you-ready

..... by-which-you

..... are-you-in

..... by-which-you-are

..... at-your-home

..... by-which-you-may

..... at-your-lessons

..... by-which-you-may-have

..... by-his

..... by-which-you-will

..... by-it

..... by-which-you-will-have

..... by-them

..... do-you

..... by-this

..... do-you-ever

..... by-you

..... do-you-ever-have

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 do-you-know

 for-such-may

 do-you-recollect

 for-such-you

 do-you-say

 for-such-you-may

 do-you-say-so

 for-such-you-will

 do-you-see

 for-such-you-will-have

 do-you-think

 for-them
for-they

 do-you-think-so

 for-they-may

 for-it

 for-they-may-be

 for-it-may

 for-they-may-have

 for-it-may-be

 for-which

 for-it-must

 for-which-you-are

 for-such

 for-which-you-may

 for-such-is

 for-which-you-may-be

HOW TO CONSTRUCT SHORTHAND PHRASES

 for-which-you-must  for-you-shall

 for-which-you-will  for-you-will

 for-which-you-will-be  for-you-will-be

 for-which-you-will-have  for-you-will-have

 for-you-are  for-you-recollect

 for-you-have  for-you-will-soon-be

 for-you-have-it  for-you-will-soon-have

 for-you-have-this  from-me

 for-you-know  from-my-office

 for-you-may  from-them

 for-you-may-be  from-this

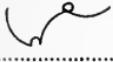
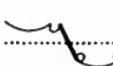
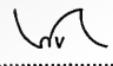
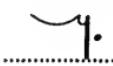
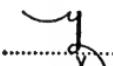
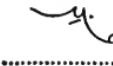
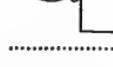
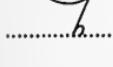
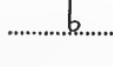
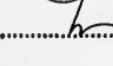
 for-you-may-have  from-this-day

 for-you-must  from-this-time

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 have-them	 if-you-are
 have-you	 if-you-have
 have-you-this	 if-you-ever
 if-such	 if-you-know
 if-such-is	 if-you-may
 if-such-may	 if-you-may-be
 if-such-may-be	 if-you-may-have
 if-such-must	 if-you-must
 if-they	 if-you-are
 if-they-may	 if-you-recollect
 if-they-may-be	 if-you-say
 if-they-must	 if-you-think
 if-you	 if-you-will
		 if-you-will-be
		 if-you-will-have

HOW TO CONSTRUCT SHORTHAND PHRASES

	if-you-will-soon		in-which-you-will
	if-you-will-soon-be		in-which-you-will-be
	if-you-will-soon-have		in-which-you-will-have
	if-you-wish		in-your-absence
	if-your-life		in-your-business
	if-your-love		in-your-day
	in-it		in-your-desire
	in-them		in-your-office
	in-this		in-your-shop
	in-which		in-your-talk
	in-which-you		in-your-time
	in-which-you-are		it-is
	in-which-you-may		it-is-as
			it-is-his

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  it-may

.....  will-you-say

.....  it-may-be

.....  will-you-see

.....  it-may-have

.....  you-are
.....  you-reecollect

.....  it-was

.....  you-do

.....  these-are-some

.....  you-may-have

.....  these-may

.....  you-may-soon-be

.....  these-may-be

.....  you-will-soon-be

.....  will-be

.....  you-will-have-to-be

.....  will-have

.....  you-will-soon-have-to-be

.....  will-you-be

.....  you-will-see

.....  will-you-have

.....  you-will-know-them

.....  will-you-have-them

.....  you-say-so

Chapter Two

PREFIXES AND AFFIXES

A prefixed *ket-oid* or *tet-oid* will represent the word *a*, *an* or *and*:



and-live



and-in



a-dollar



a-party



an-important

A *pet-oid*, *chet-oid* or *ret-oid* may be used to prefix the word *I*, *he* or *how*. When used in the first position, the word *I*, is prefixed; when used in the second position, the word *he* is prefixed, and when used in the third position the word *how* is prefixed:



I-may



he-may



how-may



I-will



he-will



how-will

Suggestions—In the above rule, the *prefix* determines the position of the outline, and most frequently the outline is taken from its natural position to accommodate itself to the position of the prefix. Legibility of the prefix demands strict adherence to the positions given in this rule. Even when there are other prefixes, the prefix *I*, *he*, or *how* determines the position of the outline.

The word *and* may be prefixed to the prefix *I*, *he* or *how* with a *ket-oid*:



and-I



and-he



and-how



and-I-was



and-how-many

HOW TO CONSTRUCT SHORTHAND PHRASES

The word *should* following *I*, *he* or *how* is shown in the following manner:

I-should he-should how-should I-should-say he-should-be

A *pet-oid*, *ret-oid* or *chet-oid* may be used to suffix *the*, *he* or *him*:

from-the is-he he-is-the as-he how-is-he
from-him is-the as-the how-is-the

The words *the* and *a* may be suffixed to the dash vowel word-signs in the following manner:

of-a of-the to-a to-the or-a or-the

but-a but-the put-a put-the and-a and-the on-a

on-the should-a should-the how-a how-the

Suggestions—The use of the *oid* to suffix *a* to the dash vowel word-signs, is the only exception to the rule that *a* is never suffixed. It will be noted that the dash vowels vary as much as possible before the suffixes *a* and *the*, in order that conflicts may be prevented.

The following are the punctuation marks used in stenography:

period interrogation exclamation paragraph dash

HOW TO CONSTRUCT SHORTHAND PHRASES

COMBINATION CONSONANT AND CIRCLE WORD-SIGNS

The following word-signs are derived from the simple consonants, combined with the circles and loops:

	possible		signature
.....	possibly	signify
.....	possibility	significant
.....		significance
	expect		several
.....	expectation	
.....		impossible
.....		impossibility
	special		advicee
.....		advise
.....		
	subject		previous
.....		
.....		similar
.....		similarity
	situate		this
.....		
.....		influence
	satisfy		those
.....	satisfactory	thus
.....		
	itself		United States
.....		
.....		distinct
	at-first		U. S.
.....		
.....		distinguish
	suggest		inst.
.....		
.....		insignificant
.....		insignificance
	advantageous		now
.....		
.....		
	because		knew
.....		new

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

The phrases in the following list are based on the prefix and suffix principles, and should be the subject of much study and practise and frequent review:

.....  I-hope

.....  I-knew
I-know-the

.....  I-do

.....  I-now

.....  I-will

.....  I-use

.....  I-may
I-am

.....  I-wish

.....  I-think

.....  I-shall

.....  I-say

.....  I-hope-you-will-be

.....  I-was

.....  I-do-this

.....  I-have

.....  I-will-do-this

.....  I-had

.....  I-may-have-this

.....  I-said

.....  I-think-so

.....  I-know

.....  I-think-it-is

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  I-think-
you-will-have

.....  he-hopes

.....  I-think-you-
may-have

.....  he-does

.....  I-think-this

.....  he-will

.....  I-think-they

.....  he-may

.....  I-think-
you-are

.....  he-thinks

.....  I-thank-you

.....  he-says

.....  I-shall-have

.....  he-was

.....  I-shall-be

.....  he-says-so

.....  I-may-have-
you

.....  he-was-in-the

.....  I-may-have-
them

.....  he-had

.....  he-is
he-has

.....  he-shall

.....  he-is-the
he-has-the

.....  he-shall-have

.....  he-said

.....  he-may-have

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	how-is how-has	how-many
.....	how-does	how-many-times
1		how-many-days
1	how-much	how-much-is-this
.....	how-will	I-should-think-so
.....	how-may	I-should-think-it-is
.....	how-may-you	I-should-think-this
.....	how-was-the how-was-he	I-should-think-this-is
1	how-do-you	I-should-think-you-may
.....	how-long	I-should-think-you-will
.....	how-long-will-you	I-should-think-it-was
.....	how-is-the how-is-he	I-should-have-them
1	how-much-is-the (he)	I-should-be
1	how-have	

HOW TO CONSTRUCT SHORTHAND PHRASES

	I-should-hope-you		he-should-see-him
	I-should-judge		he-should-have-them
	I-should-do		he-should-know-the (him)
	I-should-see-him (the)		he-should-now
	I-should-know-the (him)		how-should-it
	I-should-say-so		how-should-they
	I-should-have-this		how-should-you
	I-should-do-this		how-should-you-know
	he-should-be		how-should-you-have
	he-should-have-the (him)		how-should-you-be
	he-should-think		how-should-you-see
	he-should-do-this		how-should-you-do
	he-should-say		and-I-may-have-the (him)

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	and-I-wish	and-he-says
.....	and-I-shall	and-he-was
.....	and-I-wish-to-be	and-he-must
.....	and-I-shall-be	and-how-may-he
.....	and-I-say	and-how-many-times
.....	and-I-will-have-the (him)	and-how-many-days
.....	and-I-was	and-how-was-the (he)
.....	and-I-saw-him (the)	and-how-shall-the (he)
.....	and-I-see-him (the)	about-how-many
.....	and-he-may-have-the (him)	and-is-the (he)
.....	and-he-shall-have-the	and-as-the (he) and-has-the (he)
.....	and-he-wishes	and-it-was-the
.....	and-he-saw-the (him)	and-it-is-the

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	and-which-may-be		a-subject
	and-they-may- have-the		a-few-days- ago
	and-you-will- have-the		a-few-dozen
	and-you-may- have-the		a-half-dozen
	and-you-will-see- the (him)		and-do-you- think-the (he)
	and-will-you-see- the (him)		and-in-this- case
	and-you-should- have-the (him)		and-in-these- cases
	and-suggest		and-do-you- know-the
	and-several		and-do-you- recollect
	and-this- is-the		and-if-you-are (recollect)
	and-for-which- the (he)		and-it-is- said-the
	a-special		does-the (he)

Chapter Three

CUMULATIVE PHRASING

Iss may be used to represent the word *us* or *house*:

for-us see-us State-house from-us by-us

Suggestions—This principle should not always be used to show the word *house*, but is used when that word is of frequent occurrence in regular work. It is generally limited to such words as “State-house,” “warehouse,” etc.

Stey may be used to represent the word *street*:

Lake-street Elm-street Oak-street Jackson-street

Vee may be used to represent the word *avenue*:

Lake-avenue Johnson-avenue Jackson-avenue Murray-avenue

Ster will add the word *store*; *sters* will add the word *stairs*:

book-store upstairs back-stairs your-store my-store

Disjoined *ses* will add the syllables *lessness*:

lawlessness thanklessness restlessness listlessness

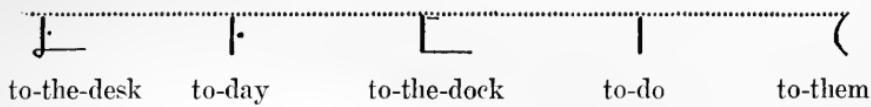
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Prefixed *stey* to the names of states, will represent the words *state of*:



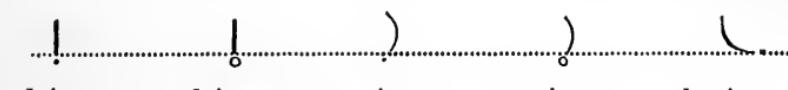
State-of- Missouri State-of- Minnesota State-of- Louisiana State-of- Texas State-of- Utah

By writing an outline immediately under and touching the line (fourth position), *to* or *to-the* may be prefixed:



to-the-desk to-day to-the-dock to-do to-them

The final syllable *ing* may be shown by a small dot written immediately after or below an outline; by changing the dot to *iss*, the syllables *ings* may be shown:



doing doings saying sayings having

By changing the dot to a *pet-oid* or *chet-oid* or *ret-oid*, the syllables *ing-the* or *ing-him* may be added; by using a *ket-oid* or a *tet-oid*, the syllables *ing-a*, *ing-an* or *ing-and* may be added:



doing-a-an-and changing-a-an-and doing-the-him knowing-a-an-and

In the following and similar words and phrases the use of *iss* instead of *stey* is permitted for convenient joinings:



mistake must-have must-always must-always-be

HOW TO CONSTRUCT SHORTHAND PHRASES

WORD-SIGNS

The following are contractions of words of frequent use:

	technical -ity		average		neverthe- less
	testimony		electric -ity		obnoxious
	discharge		also		negotiate -ation
	disadvantage		always		merchandise
	designate -tion		legislate -ture		accompany
	Democrat		nothing		accomplish
	efficient -ciency		anything		emergeney
	sufficient -ciency		something		enthusiastic -iasm
	deficient -ciency		insure -ance		stenographer -phic
	effect		machinery		capacity
	familiar -ity		notwith- standing		enough infer

HOW TO CONSTRUCT SHORTHAND PHRASES

..... inference represent memorandum
..... never respect memoranda
..... knowledge length -thy month
..... acknowledge -ment become especial
..... purpose regular -ity essential
..... peculiar -ity irregular -ity Company
..... punctual -ity machine Co.
..... public publish manufacture manufactory onto
..... republic manufacturer distinctive
..... refer minimum	
..... reference maximum	

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

..... I-must

..... I-will-never-be

..... I-must-be

..... I-should-never

..... I-must-have

..... I-should-never-be

..... I-must-always

..... I-should-never-
have

..... I-must-always-be

..... I-should-have-
many

..... I-must-also

..... I-must-say

..... I-must-also-be

..... I-must-take

..... I-must-never

..... I-must-take-
you

..... I-must-never-be

..... I-must-ask-
him

..... I-may-never

..... he-must

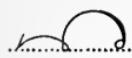
..... I-may-never-be

..... he-must-be

..... I-will-never

..... he-must-have

HOW TO CONSTRUCT SHORTHAND PHRASES

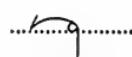
 he-must-always

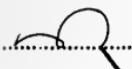
 he-should-
have-many

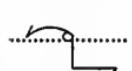
 he-must-
always-be

 he-must-say

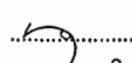
 he-must-also

 he-must-take

 he-must-
also-be

 he-must-take-
the (him)

 he-must-never

 he-must-ask-
you

 he-must-
never-be

 he-should-have-
seen

 he-may-never

 you-must

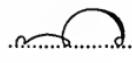
 he-may-
never-be

 you-must-be

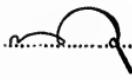
 he-will-never

 you-must-have

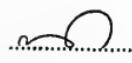
 he-will-never-be

 you-must-always

 he-should-never

 you-must-
always-be

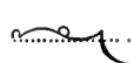
 he-should-
never-be

 you-must-
also

 he-should-never-
have

 you-must-
also-be

HOW TO CONSTRUCT SHORTHAND PHRASES

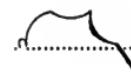
 you-must-never

 you-must-never-be

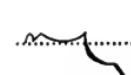
 you-may-never

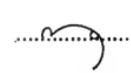
 you-may-never-be

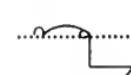
 you-will-never

 you-will-never-be

 you-should-never

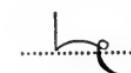
 you-should-never-be

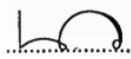
 you-must-say

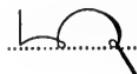
 you-must-take-the (him)

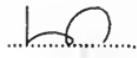
 it-must

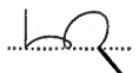
 it-must-be

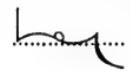
 it-must-have

 it-must-always

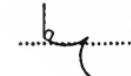
 it-must-always be

 it-must-also

 it-must-also-be

 it-must-never

 it-must-never-be

 it-is-nothing

 it-was-something

 they-must

 they-must-be

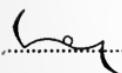
 they-must-have

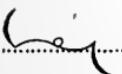
 they-must-always

 they-must-also

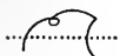
HOW TO CONSTRUCT SHORTHAND PHRASES

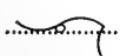
 they-must-
also-be

 they-must-
never

 they-must-
never-be

 this-month

 last-month

 next-month

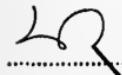
 she-must-be

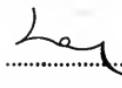
 she-must-have

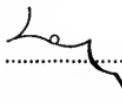
 she-must-
always

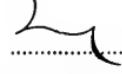
 she-must-
always-be

 she-must-
also

 she-must-
also-be

 she-must-
never

 she-must-
never-be

 she-may-
never

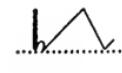
 she-may-
never-be

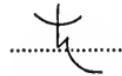
 a-mistake

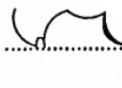
 a-custom

 a-postal

 in-this-
respect

 do-you-repre-
sent-the (him)

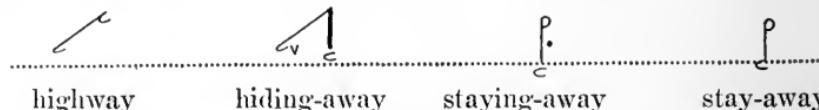
 notwithstanding-
the-fact

 for-you-will-
never-be

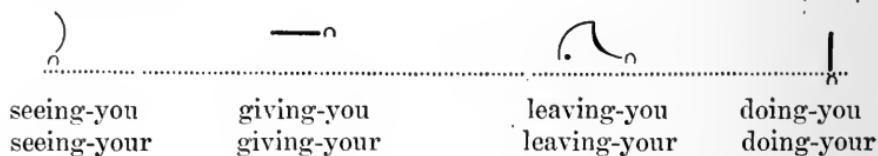
Chapter Four

W-HOOK CUMULATIVE PHRASING

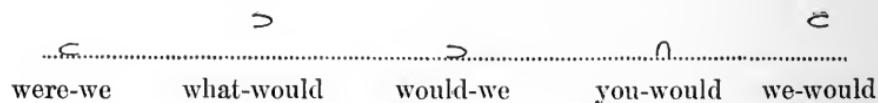
Affixed *weh* will add the word *way* or *away*; a disjoined *weh* will add *ing-away*:



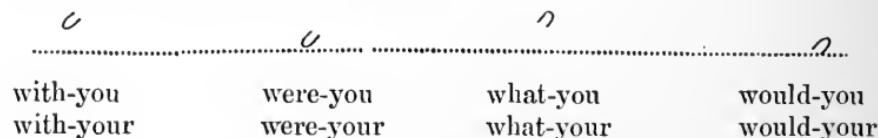
Disjoined *yuh* at the end of a word will add *ing-you* or *ing-your*:



Enlarging a *w-hook* word-sign (*we*, *with*, *were*, *what*, *would*), or the *y-hook* word-sign *you*, to twice the normal size will add another *w-hook* word-sign:



Enlarging a *w-hook* word-sign to twice its normal size and slanting it in the direction of *chay* or *ray* will add the word *you* or *your*:



Tripling the size of a *w-hook* word-sign adds two other *w-hook* word-signs; slanting the triple size *w-hook* word-sign in the direction of *ray* or *chay* adds

HOW TO CONSTRUCT SHORTHAND PHRASES

the word *you* or *your* to one of the *w-hook* word-signs added by this principle:

what-were-we	what-were-you	were-we-with	were-you-with
we-were-with	you-were-with	what-were-your	were-with-you

W-HOOK WORD-SIGNS

The following word-signs and contractions are derived from the *w-hook* and *y-hook*:

we with	where	award
were	aware with-our	reward
what	we-will while	we-may with-me with-my
would	well	elsewhere
ye year	inquire-y anywhere	when
yet	nowhere	whenever
beyond	somewhere	wherever
you	require	wherefore
we-are	acquire	why

HOW TO CONSTRUCT SHORTHAND PHRASES

The *w-hook* may be used on *lay*, *em*, *en* and *ray* to prefix the words *we*, *with* or *were*; when the word *we* is prefixed the outline is always written in the first position:



we-receive

were-referred

we-always

we-also

Suggestions—In the above lesson will be found some actual cumulative phrases. Very few principles in shorthand present more opportunities for contracting the notes than do the principles of the *w-hook* and the *y-hook*. Some of those given in this lesson have never before been presented in any work on the subject of shorthand. This is especially true with the principle of enlarging the *w-hook* word-signs to add *you* or *your*.

Because of unfamiliarity with these principles the average stenographer will be inclined to doubt their practicability. Many may say that it is impossible to write shorthand in so contracted a form and yet be absolutely sure of reading it fluently. Old reporters, who have not seen, and consequently have not used, these principles, may shake their heads and claim that the principles are not legible.

In order that any principle in shorthand may be legible, there must be a thorough understanding of that principle. These principles are no exception to that rule. Every phrase given has an underlying principle, is written according to that principle (hence, is more easily mastered than arbitrary phrases), and is read by that principle. This makes the phrases easy to write and just as easy to read.

To the writers of those systems which do not include the above principles, and who may be somewhat timid in adopting them, the author desires to say that no safer or more convenient cumulative phrasing principles exist. There is absolutely no danger of conflict when the principles are used to distinguish between the pronouns *we* and *you*. This series of rules saves an immense amount of time in writing, is absolutely safe to use, and, after mastery, is one of the most frequently employed in all shorthand.

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

The phrases in the following list are derived from the *w-hook* and *y-hook* cumulative phrasing principles:

	we-were- at-the		would-we- have-the
	we-would- have-the (him)		you-were-from- the
	we-would- be		you-would- be-the
	with-what- is-the		you-would- say-the
	with-what- it-is		you-would- make
	were-we- at-the		with-your- knowledge
	were-we- to-be		were-you- at-the
	what-were- the (he)		were-you- in-the
	what-would- it		would-you- say
	what-would- have		what-you- have
	would-we- be		would-you- be

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	would-you- have	they-were- with-you
.....	we-were- with-them	I-should-have- them-with-you
.....	we-were- with-this	I-should-think- you-would (were)
.....	we-were- with-the (him)	I-think- you-would (were)
.....	were-we-with- them	they-were- with-you
.....	were-we-with- the (him)	what-if- you-were
.....	what-would- we-do	when-you- were-at-the
.....	what-were- we-doing	we-hope-you- were
.....	were-you-with- them	were-you-with- the (him)
.....	what-were- you-doing	what-would-you- have
.....	they-were- with-us	we-will-be- with-you
.....	I-will-be- with-you	what-were-you- saying
.....	he-will-be- with-you	with-what- you-know

HOW TO CONSTRUCT SHORTHAND PHRASES

 we-may

 we-may-
have-the (him)

 we-may-
have-this

 we-may-
have-them

 we-may-
have-many

 we-may-also

 we-may-
also-be

 we-may-
always

 we-may-
always-be

 we-will

 we-will-
have-the

 we-will-
have-this

 we-will-
have-them

 we-will-
have-you

 we-will-be

 we-will-be-with
we-will-be-away

 we-will-have-
many

 we-will-do

 we-will-do-
away

 we-will-be-
with-them

 we-will-do-
this

 we-shall

 we-shall-
be

 we-shall-
have

 we-must

 we-must-be

HOW TO CONSTRUCT SHORTHAND PHRASES

 we-must-have

 we-always

 we-must-
also

 we-referred

 we-must-
also-be

 we-think-
the (he)

 we-must-
always

 we-think-
it-is

 we-must-
always-be

 we-think-
so

 we-must-see

 with-him
(the)

 we-must-ask

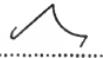
 with-them

 we-must-
take-the

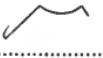
 with-us
with-his

 we-are-
in-the

 with-which-
the (he)

 we-are-
for-the (him)

 with-this

 we-are-now

 were-it

 we-are-
inquiring

 were-referred

 we-also

 were-this-the

HOW TO CONSTRUCT SHORTHAND PHRASES

..... 

were-always

..... 

when-was-the

..... 

were-also

..... 

when-we-are

..... 

what-is-the

..... 

when-and-where

..... 

what-was-the

..... 

when-they-were

..... 

what-was-this

..... 

when-this

..... 

what-do-you

..... 

when-you-have

..... 

what-do
you-think

..... 

when-you-say

..... 

what-do
you-say

..... 

when-we-have

..... 

what-do
you-know

..... 

when-we-had

..... 

what-have-you

..... 

where-is-the

..... 

what-if-you

..... 

where-have-you

..... 

what-for

..... 

where-have-the

..... 

when-is-the

..... 

wherever-the

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  where-it-was

.....  we-will-be-with-
this

.....  of-this-work

.....  we-hope-you-
will-be

.....  in-this-work

.....  we-hope-you-
may

.....  of-this-way

.....  we-hope-you-
may-be

.....  in-this-way

.....  anyway

.....  in-the-way

.....  no-way

.....  in-which-way

.....  some-way

.....  by-this-way

.....  do-you-
know-where

.....  by-way

.....  why-is-the

.....  by-the-way

.....  do-you-
require

.....  he-will-be-with-
he-will-be-away

.....  in-sueh-way

.....  we-will-be-
with-them

.....  it-is-
the-way

Chapter Five

L-HOOK CUMULATIVE PHRASING

The *l-hook* will add the word *will* or *all*, the stroke or dash vowel word-sign to which it is prefixed retaining its position:

they-will for-all of-all which-will to-all
who-will in-all from-all it-will-be at-all-times

L-HOOK WORD-SIGNS

people difficult-y meanwhile
belong capable real
'till value real-estate
at-least influential railroad
at-last only withal
with all
deliver-y annual-ly
equal-ly unless

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

The phrases in the following list are derived from the *l-hook* cumulative phrasing principles:

..... { at-all

..... \ by-all-the

..... \ at-all-reason-
able

..... } by-all-they

..... \ at-all-risks

..... } by-all-this

..... \ at-all-sueh

..... } by-all-those

..... { at-all-the

..... } by-all-which

..... { at-all-them

..... } by-all-reason

..... { at-all-this

..... } for-all

..... { at-all-those

..... } for-all-days

..... \ by-all

..... } for-all-sueh

..... \ by-all-
reasonable

..... } for-all-the

..... \ by-all-sueh

..... } for-all-they

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	for-all-they-say	from-all-those
.....	for-all-this	from-all-those-cases
.....	for-all-time	from-all-you
.....	for-all-you	from-all-you-may
.....	for-all-you-may	from-all-you-make
.....	for-all-you-know	if-all
.....	for-all-you-may-know	if-all-such
.....	for-which-they-will	if-all-such-cases
.....	for-all-you-say	if-all-the
.....	from-all	if-all-they
.....	from-all-the	if-all-they-say
.....	from-all-this	if-all-this
.....	from-all-these	if-all-this-is

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  if-all-those

.....  in-all-this

.....  if-all-we-had

.....  in-all-those

.....  if-all-we-have

.....  in-all-those-cases

.....  if-all-were

.....  in-all-we

.....  if-all-were-the

.....  in-all-we-do

.....  if-all-which

.....  in-all-we-have

.....  in-all

.....  in-all-we-think

.....  in-all-his

.....  in-which-they-will

.....  in-all-it

.....  it-will

.....  in-all-the

.....  it-will-also

.....  in-all-these

.....  it-will-also-be

.....  in-all-these-cases

.....  it-will-also-be-seen

.....  in-all-they

.....  it-will-also-be-said

HOW TO CONSTRUCT SHORTHAND PHRASES

	it-will-always		it-will-only
	it-will- always-be		it-will-only-be
	it-will-always- be-said		it-is-the-only
	it-will-always- be-seen		it-is-the- only-thing
	it-will-be		it-is-the- only-way
	it-will-be-said		of-all
	it-will-be-seen		of-all-the
	it-will-be-some		of-all-this
	it-will-be-soon		of-all-those
	it-will-be-such		of-all-which
	it-will-be-the		such-will
	it-will-become		such-will-be
	it-will-make		such-will-make

HOW TO CONSTRUCT SHORTHAND PHRASES

.......... such-will-receive..... to-all-this

.......... such-will-require..... unless

.......... they-will..... unless-the

.......... they-will-soon..... unless-they

.......... they-will-soon-be..... unless-they-say

.......... they-will-make..... unless-they-do

.......... they-will-require..... unless-they-may

.......... this-is-the-only..... unless-this

.......... this-is-the-only-thing..... unless-you-do

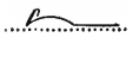
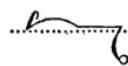
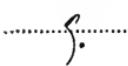
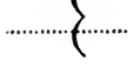
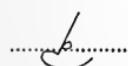
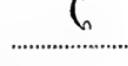
.......... this-is-the-only-way..... unless-you-have

.......... to-all..... unless-you-say

.......... to-all-the..... which-will

.......... to-all-them..... which-will-be

HOW TO CONSTRUCT SHORTHAND PHRASES

..... 	which-will-be-the 	who-will
..... 	which-will-be-said 	who-will-be
..... 	which-will-be-seen 	who-will-make
..... 	which-will-be-some 	who-will-make-the
..... 	which-will-be-soon 	who-will-make-this
..... 	which-will-become 	who-will-say
..... 	which-will-employ 	who-will-see
..... 	which-will-make 	with-all
..... 	which-will-only 	with-all-this
..... 	which-will-only-be 	with-all-them
..... 	which-is-the-only 	with-all-those
..... 	which-is-the-only-thing 	with-all-the
..... 	which-is-the-only-way 	with-all-you (your)

HOW TO CONSTRUCT SHORTHAND PHRASES



with-all-
you-may



with-all-
you-may-have



with-all-you-
say



with-all-you-
may-do



in-all-you-
take (your-talk)



in-all-your-
doings



in-all-your-
sayings



successful



sensible



accessible



advisable

Chapter Six

R-HOOK CUMULATIVE PHRASING

The word *are* may be added to the simple consonant and vowel word-signs by the *r-hook*:

which-are who-are they-are such-are

By placing the outline in the third position (the position of *our*) the word *our* may be added. The dash vowel word-signs retain their positions when this principle is employed:

of-our all-our in-our for-our to-our

The syllables *in-re* or *un-re* may be shown by *ner*:

in-receipt un-reasonable in-respect in-reference

R-HOOK WORD-SIGNS

appear surprise doctor

proper practise practice practical

express dear direct

property member remember

during

probable-y number brother

consider

HOW TO CONSTRUCT SHORTHAND PHRASES

danger	other	transfer
decrec	sure-ly	commerc
care	Mr. remark	commercial
correct charater	Mrs.	create
esquire	honor	therefor
describe	nor	
subscrive	manner	therefore
square	owner	mortgage
degree	pure	mortgagee
every very	poor power	mortgagor
favor	prior	
their, there, they-are	proficient -ey	

PHRASE DRILL

The following phrases are derived from the *n-hook* cumulative phrasing principles:

HOW TO CONSTRUCT SHORTHAND PHRASES

..... to-our

..... they-are-now

..... on-our

..... they-are-
in-the

..... who-are

..... such-are

..... who-are-the

..... such-are-the

..... in-our

..... in-receipt

..... for-our

..... in-receipt-
of-your

..... from-our

..... in-receipt-
of-this

..... which-are

..... in-receipt-of-
your-favor

..... which-are-the

..... in-respect

..... which-are-now

..... in-respect-
to-your (you)

..... which-are-
in-the

..... in-respect-
to-this

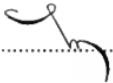
..... they-are

..... in-respect-
to-them

..... they-are-the

..... in-respect-
to-their

HOW TO CONSTRUCT SHORTHAND PHRASES

 in-respect-to-
your-favor

 in-reply

 in-reply-to-
your (you)

 in-reply-to-
your-favor

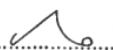
 in-reply-to-
them

 in-reply-to-
their

 in-reference

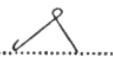
 in-reference-
to-them

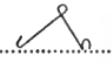
 in-reference-
to-this

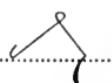
 with-reference

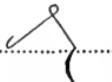
 with-reference-
to-them

 with-reference-
to-this

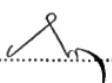
 with-respect

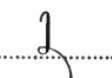
 with-respect-
to-your (you)

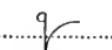
 with-respect-
to-this

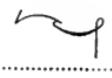
 with-respect-
to-them

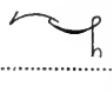
 with-respect-
to-their

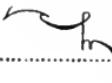
 with-respect-to-
your-favor

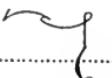
 Dear-sir

 Yours-truly

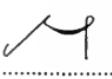
 I-am-in-receipt

 I-am-in-receipt-
of-your

 I-am-in-receipt-
of-your-favor

 I-am-in-receipt-
of-this

 I-am-in-receipt-
of-their

 we-are-in-receipt

HOW TO CONSTRUCT SHORTHAND PHRASES



..... we-are-in-receipt-
of-your



..... we-are-in-receipt-
of-your-favor



..... we-are-in-receipt-
of-this



..... we-are-in-receipt-
of-their



..... I-will-probably



..... he-will-probably



..... you-will-probably



..... in-our-time



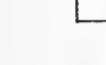
..... in-our-day



..... in-our-work



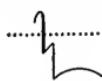
..... in-our-talk



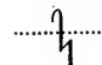
..... during-the



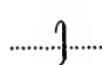
..... during-this



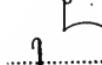
..... during-the-time



..... during-the-day



..... during-this-time



..... during-this-day



..... prior-to-this



..... prior-to-the-
time



..... prior-to-the-
day



..... prior-to-this-
time



..... prior-to-this-
day



..... prior-to-your-
(you)



..... prior-to-your-
coming

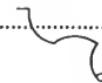
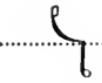
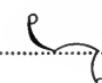
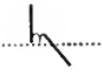
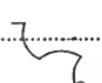
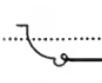
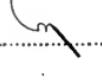
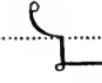
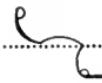
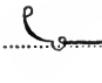
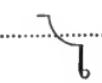
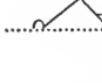


..... prior-to-your-
going



..... prior-to-your-
seeing

HOW TO CONSTRUCT SHORTHAND PHRASES

	prior-to-your-saying		a-few-months
	prior-to-your-having		a-few-years
	a-day-or-so		several-days
	a-week-or-so		several-months
	a-month-or-so		several-years
	a-year-or-so		a-few-days-ago
	do-you-remember		a-few-months-ago
	do-you-recall		a-few-years-ago
	if-you-remember		several-days-ago
	if-you-recall		several-months-ago
	sincerely-yours		several-years-ago
	yours-sincerely		I-am-pleased
	a-few-days		you-are-pleased

HOW TO CONSTRUCT SHORTHAND PHRASES

	I-am-very-pleased		they-will-remember
	you-are-very-pleased		I-may-remember
	we-are-pleased		he-may-remember
	we-are-very-pleased		you-may-remember
	I-will-be-pleased		I-may-recall
	I-will-be-very-pleased		he-may-recall
	he-will-be-pleased		you-may-recall
	he-will-be-very-pleased		I-must-recall
	you-will-be-pleased		he-must-recall
	you-will-be-very-pleased		you-must-recall
	I-will-remember		I-will-recall
	he-will-remember		he-will-recall
	you-will-remember		you-will-recall

Chapter Seven

REL AND LER-HOOK WORD-SIGNS

preliminary singular-ity over-all

parliament immoral they-are-all
there-will

parallel moral explore

barrel during-all

IN-HOOK CUMULATIVE PHRASING

The word *in* may be shown by the *in-hook*:

in-some-cases in-his-manner in-some-way in-his-way

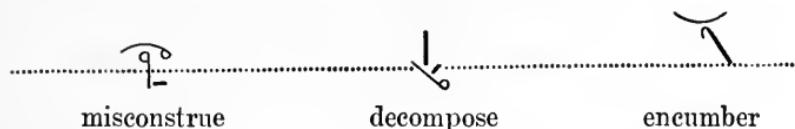
PREFIXES AND SUFFIXES

The syllables *con*, *com*, *cog*, or *cum* may be indicated by a light dot at the beginning of the first consonant in the outline, the remainder of the outline taking the position:

committee comic conquest commit commence

The syllables *con*, *com*, *cog*, or *cum* may also be shown by writing the latter part of the word under a preceding word or syllable:

HOW TO CONSTRUCT SHORTHAND PHRASES



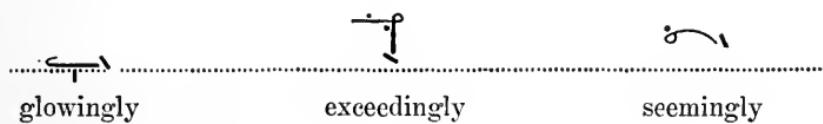
The syllables *con*, *com*, *cog*, or *cum*, following the syllables *in-re* or *un-re* may be shown as follows:



The syllables *ing-thr* may be shown by a disjoined *jet-oid*:

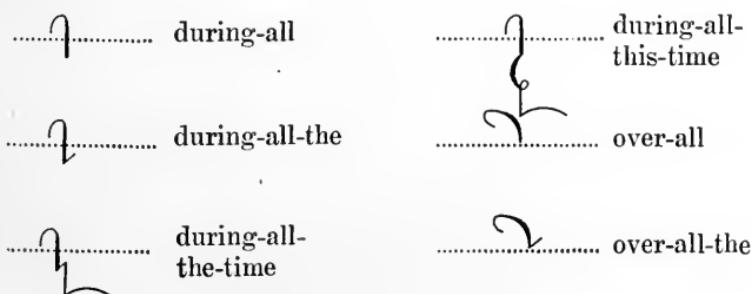


The syllables *ing-ly* may be shown by a disjoined *bet-oid*:



PHRASE DRILL

The phrases in the following list derive their origin from the cumulative phrasing principles in this chapter:



HOW TO CONSTRUCT SHORTHAND PHRASES

.....  over-all-them  in-his-manner

.....  they-are-all-there-will  in-sympathy

.....  they-are-all-the  in-sympathy-with-the (him)

.....  there-will-be  ineconsiderable

.....  there-will-be-some  in-his-life

.....  there-will-be-something  in-his-love

.....  in-some  in-the-committee

.....  in-some-way  sub-committee

.....  in-some-manner  in-the-comparison

.....  in-some-respects  I-am-conscious

.....  in-some-eases  we-are-conscious

.....  in-his-way  house-of-representatives

.....  in-his-room  house-of-commons

HOW TO CONSTRUCT SHORTHAND PHRASES

✓

on-the-contrary

6

as-well-as

P

what-were-you-
doing-there

6

as-far-as

P

what-were-we-
doing-there

—

as-quick-as

Q

we-were-
having-their

6

just-as-far-as

Q

we-were-
staying-there

6

just-as-quick-as

Q

we-were-
going-there

6

as-soon-as

W

I-am-living-
there

6

just-as-soon-as

6

studying-there

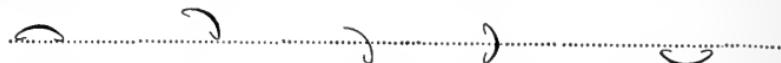
6

as-near-as

Chapter Eight

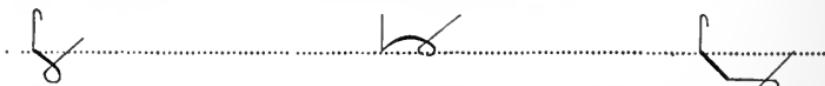
N-HOOK CUMULATIVE PHRASING

The word *one*, *than* or *own* may be shown by the *n-hook*:

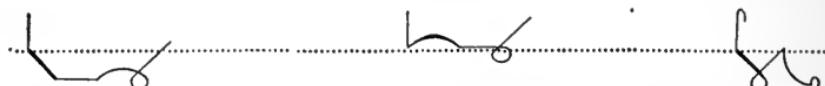


more-than every-one our-own other-than in-our-own

In the following and similar phrases the word *necessary* may be shown by *ses-ray*:



it-will-be-necessary it-may-be-necessary it-will-become-necessary



it-became-necessary it-may-become-necessary it-will-be-necessary-for-you

N-HOOK WORD-SIGNS

..... upon

..... principle
..... -pal

..... inexperience

..... happen
..... punish
..... -ment

..... comprehension

..... suspension

..... happens
..... happiness

..... apprehension

..... compliance

..... spoken

..... experience

..... appliance

HOW TO CONSTRUCT SHORTHAND PHRASES

explain	denominate	consequential
explanation	-ation	
been	doctrine	begin
		organ
to-have-been	delinquent	given
	-cy	
balance	deliverance	begun
		again
republican	determine	organs
	-ation	organize
witness	religion	organism
at-once	general	unquestionable
	-ly	-ably
at-length	imagine	forenoon
	-ation	
extension	can	
	question	
	countrymen	financial
circumstance	countryman	furnish
		furniture
circumstances	Christian	have-been
	-ity	
circumstantial	consequence	within
substantial	consequences	origin
-tiate		original

HOW TO CONSTRUCT SHORTHAND PHRASES

.....workmen

.....learn

.....morning

.....workman

.....opinion

.....may-have-been

PHRASE DRILL

The phrases in the following list are derived from the *n-hook* cumulative phrasing principles:

.....it-will-be

.....which-will-be

.....it-will-be-necessary

.....which-will-be-necessary

.....it-will-be-necessary-for

.....which-will-be-necessary-for

.....it-will-be-necessary-for-the
(him)

.....which-will-be-necessary-for-the
(him)

.....it-will-be-necessary-for-you

.....which-will-be-necessary-for-you

.....it-will-be-necessary-for-me

.....which-will-be-necessary-for-me

.....it-will-be-necessary-for-them

.....which-will-be-necessary-for-them

.....it-will-be-necessary-for-us

.....which-will-be-necessary-for-us

HOW TO CONSTRUCT SHORTHAND PHRASES

 it-may-be

 which-may-be-necessary-for-me

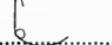
 it-may-be-necessary

 which-may-be-necessary-for-them

 it-may-be-necessary-for

 which-may-be-necessary-for-us

 it-may-be-necessary-for-the (him)

 it-will-soon

 it-may-be-necessary-for-you

 it-will-soon-be

 it-may-be-necessary-for-me

 it-will-soon-be-necessary

 it-may-be-necessary-for-them

 it-will-soon-be-necessary-for-for

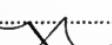
 it-may-be-necessary-for-us

 it-will-soon-be-necessary-for-the (him)

 which-may-be

 it-will-soon-be-necessary-for-you

 which-may-be-necessary

 it-will-soon-be-necessary-for-me

 which-may-be-necessary-for

 it-will-soon-be-necessary-for-them

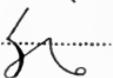
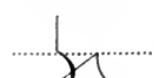
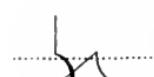
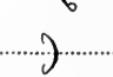
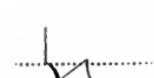
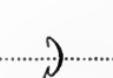
 which-may-be-necessary-for-the (him)

 it-will-soon-be-necessary-for-us

 which-may-be-necessary-for-you

 it-may-become-necessary

HOW TO CONSTRUCT SHORTHAND PHRASES

	it-may-become-necessary-for		it-was-necessary-for-us
	it-may-become-necessary-for-the (him)		which-was
	it-may-become-necessary-for-you		which-was-necessary
	it-may-become-necessary-for-me		which-was-necessary-for
	it-may-become-necessary-for-them		which-was-necessary-for-the (him)
	it-may-become-necessary-for-us		which-was-necessary-for-you
	it-was		which-was-necessary-for-me
	it-was-necessary		which-was-necessary-for-them
	it-was-necessary-for		which-was-necessary-for-us
	it-was-necessary-for-the (him)		which-was-necessary-for-this
	it-was-necessary-for-you		other-than
	it-was-necessary-for-me		other-than-the
	it-was-necessary-for-them		other-than-this

HOW TO CONSTRUCT SHORTHAND PHRASES

..... some-one

..... as-long-as

..... every-one

..... more-than

..... to-what

..... more-than-the

..... \$..... as-to-what

..... more-than-this

..... 6..... has-always-been

..... more-than-one

..... have-always-been

..... more-than-once

..... 6..... has-also-been

..... no-more-than

..... have-also-been

..... no-more-than-one

..... 7..... in-which-way

..... no-more-than-once

..... 7..... in-a-general-way

..... when-you-can

..... 8..... as-far-as

..... when-you-can-do

..... 6..... as-well-as

..... when-you-can-do-so

..... 9..... as-soon-as

..... when-you-can-be

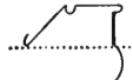
HOW TO CONSTRUCT SHORTHAND PHRASES

 where-you-can

 as-much-as-possible

 where-you-can-do

 as-far-as-possible

 where-you-can-do-so

 as-soon-as-possible

 where-you-can-be

 as-long-as-possible

 in-our-own

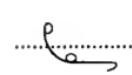
 in-the-morning

 as-much-as

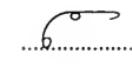
 in-the-evening

 as-near-as

 in-the-forenoon

 as-far-as-I-(you) can

 as-near-as-I-(you) can-recollect

 as-well-as-I-(you) can

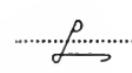
 as-near-as-I-(you) can-recall

 as-soon-as-I-(you) can

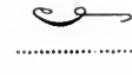
 as-near-as-I-(you) can-remember

 as-long-as-I-(you) can

 if-possible

 as-much-as-I-(you) can

 for-the-purpose

 as-near-as-I-(you) can

 again-and-again

Chapter Nine

F-HOOK CUMULATIVE PHRASING

The word *of* or *have* may be shown by the *f-hook*:

which-of all-of each-of to-have to-have-the
day-of-the degree-of who-have-the care-of

F-HOOK SPECIAL PHRASES

it-ought-to-have they-would-have
whatever which-ought-to-have
it-would-have which-have (which-ever)
you-ought-to-have which-would-have
you-would-have set-off
they-ought-to-have set-forth
they-have

HOW TO CONSTRUCT SHORTHAND PHRASES

F-HOOK WORD-SIGNS

poverty	differ	I have
privilege	different-ence	
professor	defendant	
before	endeavor	awful-ly
	indifferent	
	-ence	
whatever	develop	whoever
	-ment	
whichever	govern-ment	hopeful-ly
truthful-ly	governor	cheerful-ly
arrive-al		
extravagant	careful	
extravagance	-ly	
respectful		
	-ly	

PHRASE DRILL

The following phrases are derived from the *f-hook* cumulative phrasing principles:

it-ought-to-have	it-ought-to- have-no
it-ought-to- have-been	it-ought-to- have-given
it-ought-to- have-been-in	it-ought-to- have-never

HOW TO CONSTRUCT SHORTHAND PHRASES

	it-ought-to-have-nothing		which-ought-to-have-no
	it-ought-to-have-none		which-ought-to-have-given
	it-ought-to-have-the		which-ought-to-have-never
	it-would-have		which-ought-to-have-nothing
	it-would-have-the		which-ought-to-have-none
	it-would-have-been		which-ought-to-have-the
	it-would-have-been-in		which-have
	it-would-have-been-known		which-have-the
	it-would-have-nothing		which-have-been
	it-would-have-none		which-have-been-in
	which-ought-to-have		which-have-been-known
	which-ought-to-have-been		which-have-nothing
	which-ought-to-have-been-in		which-have-none

HOW TO CONSTRUCT SHORTHAND PHRASES

..... f	which-would-have f	they-ought-to- have-been-known
..... f	which-would-have- been f	they-ought-to- have-nothing
..... f	which-would-have- been-in f	they-ought-to- have-none
..... f	whieh-would-have-no f	they-have
..... f	whieh-would-have- given f	they-have-the
..... f	whieh-would-have- never f	they-have-been
..... f	which-would-have- nothing f	they-have-been- in
..... f	whieh-would-have- none f	they-have-been- in-the
..... f	which-would-have- the f	they-have-no
..... f	they-ought-to- have f	they-have-given
..... f	they-ought-to- have-the f	they-have-never
..... f	they-ought-to-have- been f	they-have- knowledge
..... f	they-ought-to- have-been-in f	they-would-have

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	they-would-have-the	you-ought-to-have-nothing
.....	they-would-have-been	you-ought-to-have-none
.....	they-would-have-been-in-the	you-ought-to-have-knowledge
.....	they-would-have-no	you-would-have
.....	they-would-have-nothing	you-would-have-the
.....	they-would-have-known	you-would-have-been
.....	they-would-have-knowledge	you-would-have-been-in-the
.....	you-ought-to-have	you-would-have-no
.....	you-ought-to-have-been	you-would-have-nothing
.....	you-ought-to-have-been-in	you-would-have-known
.....	you-ought-to-have-no	you-would-have-knowledge
.....	you-ought-to-have-given	I-have-been
.....	you-ought-to-have-never	I-have-been-the

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  I-have-been-in

.....  I-have-been-in-the

.....  I-have-known

.....  I-have-known-him

.....  I-have-nothing

.....  I-have-never

.....  I-have-knowledge

.....  all-of

.....  all-of-the

.....  of-all-of-the

.....  who-have-been

.....  who-have-been-in-the

.....  to-have-the

.....  inside-of-the

.....  outside-of-the

.....  it-ought-to-have-been-necessary

.....  it-ought-to-have-been-necessary-for

.....  it-ought-to-have-been-necessary-for-the (him)

.....  it-ought-to-have-been-necessary-for-us

.....  it-ought-to-have-been-necessary-for-you

.....  it-ought-to-have-been-necessary-for-this

.....  it-ought-to-have-been-necessary-for-them

.....  it-ought-to-have-been-necessary-for-those

.....  it-ought-to-have-been-necessary-for-me

.....  it-would-have-been-necessary

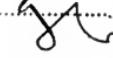
.....  it-would-have-been-necessary-for

HOW TO CONSTRUCT SHORTHAND PHRASES

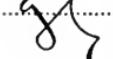
	it-would-have-been-necessary-for-the (him)		which-ought-to-have-been-necessary-for-those
	it-would-have-been-necessary-for-us		which-ought-to-have-been-necessary-for-me
	it-would-have-been-necessary-for-you		which-would-have-been-necessary
	it-would-have-been-necessary-for-this		which-would-have-been-necessary-for
	it-would-have-been-necessary-for-them		which-would-have-been-necessary-for-the (him)
	it-would-have-been-necessary-for-me		which-would-have-been-necessary-for-us
	which-ought-to-have-been-necessary		which-would-have-been-necessary-for-you
	which-ought-to-have-been-necessary-for		which-would-have-been-necessary-for-this
	which-ought-to-have-been-necessary-for-the (him)		which-would-have-been-necessary-for-them
	which-ought-to-have-been-necessary-for-us		which-would-have-been-necessary-for-me
	which-ought-to-have-been-necessary-for-you		who-have-been-necessary
	which-ought-to-have-been-necessary-for-this		who-have-been-necessary-for
	which-ought-to-have-been-necessary-for-them		who-have-been-necessary-for-the (him)

HOW TO CONSTRUCT SHORTHAND PHRASES

 who-have-been-necessary-for-us

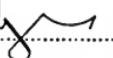
 who-have-been-necessary-for-you

 who-have-been-necessary-for-this

 who-have-been-necessary-for-them

 who-have-been-necessary-for-those

 who-have-been-necessary-for-me

 it-ought-to-have-been-necessary-in-the

 it-would-have-been-necessary-in-the

 which-ought-to-have-been-necessary-in-the

 which-would-have-been-necessary-in-the

 it-ought-to-have-been-necessary-in-this

 it-would-have-been-necessary-in-this

 which-ought-to-have-been-necessary-in-this

 which-would-have-been-necessary-in-this

Chapter Ten

SHUN-HOOK AND ESHUN-HOOK CUMULATIVE PHRASING

The word *ocean* may be added to an outline for the name of an ocean by the *shun-hook*; the word *session* may be added by the *eshun-hook*:



Pacific-Ocean



this-session



in-session

SHUN, ESHUN AND TIVE-HOOKS WORD-SIGNS

exception

subjection

addition

expression

subjective

direction

exasperation

publication

production

application

tuition

consideration

objection

situation

suggestion

objective

satisfaction

suggestive

exhibition

condition

exaggeration

HOW TO CONSTRUCT SHORTHAND PHRASES

..... 	generalization 	affection 	affectionate 	legislation
..... 	description 	fraction 	legislative		
..... 	subscription 	civilization 	recollecion		
..... 	acquisition 	conversation 	representation		
..... 	accession 	association 	representative		
..... 	accusation 	mention 	respective		
..... 	organization 	information 	transportation		
..... 	justification 	investigation				
..... 	specification 	examination				

PHRASE DRILL

..... 	my-recollecion 	to-my-best- recollecion
..... 	to-my-recollecion 	best-of-my- recollecion
..... 	my-best- recollecion 	to-the-best-of- my-recollecion

HOW TO CONSTRUCT SHORTHAND PHRASES

 from-my-recollection

 from-my-best-recollection

 it-is-my-recollection

 your-recollection

 to-your-recollection

 your-best-recollection

 to-your-best-recollection

 best-of-your-recollection

 to-the-best-of-your-recollection

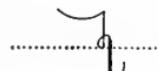
 from-your-recollection

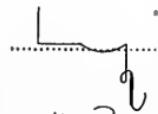
 it-is-your-recollection

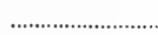
 refresh-your-recollection

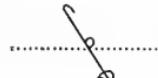
 refresh-your-memory

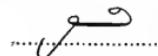
 in-consideration

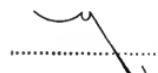
 into-consideration

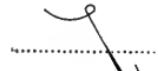
 take-into-consideration

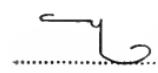
 your-information

 plans-and-specifications

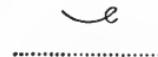
 rules-and-regulations

 in-your-publication

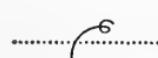
 in-his-publication

 call-your-attention

 in-this-representation

 in-session

 this-session

 last-session

Chapter Eleven

DOUBLE LENGTH CUMULATIVE PHRASING

A word-sign or outline ending without a hook or circle may be doubled to add *thr*:

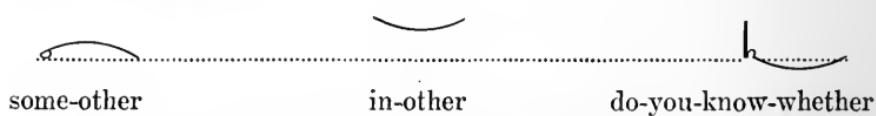


from-thr see-thr value-thr for-thr

Suggestions—In these rules, as well as in the word-signs given in this lesson, *thr* is used to indicate the word *there* or *their*, or the words *they are*.

This principle may be used with the more common single straight-stroke words and word-signs.

Doubling the length of a full-length word-sign or outline having no final hook, circle or loop, will add *other* or *whether*:



some-other in-other do-you-know-whether

Tripling the length of a full-length word-sign or outline having no final hook, circle or loop, will add *whether-whether*:



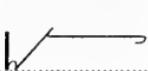
do-you-know-whether-there-was do-you-recollect-whether-there-was

When a stroke is doubled to add *whether*, an *n-hook* will add the words *or-not*:

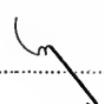
HOW TO CONSTRUCT SHORTHAND PHRASES



do-you-recollect-
whether-or-not



do-you-recall-
whether-or-not



if-you-remember-
whether-or-not

Thr may be added to any word represented by a *w-hook* word-sign or to an outline ending with a small final hook, or ending with *iss*, by a *bet-oid* or *jet-oid*:



were-thr



with-thr



since-thr



what-thr

been-thr

DOUBLE LENGTH WORD-SIGNS

	supporter		material		no-other
	separator		immaterial		another
	after		whether		entirely
	afternoon		rather		longer
	further		return		
	matter		neither		
			entire		
			any-other		

PHRASE DRILL

The phrases contained in the following list are derived from the double-length cumulative phrasing principle and the principles contained in previous chapters of this book. As these phrases are of frequent

HOW TO CONSTRUCT SHORTHAND PHRASES

occurrence, especially in court reporting work, special study and practise should be devoted to these:

..... by-thr

..... by-their-own

..... be-thr

..... be-their-own

..... at-thr

..... at-their-own

..... if-thr

..... if-there-is

..... if-their-own

..... for-thr

..... for-there-is

..... for-their-own

..... have-thr

..... have-their-own

..... think-thr

..... think-there-is

..... though-thr

..... though-there-is

..... see-thr

..... see-there-is

..... say-thr

..... say-there-is

..... was-thr

..... was-their-own

HOW TO CONSTRUCT SHORTHAND PHRASES

..... from-thr

..... with-their

..... from-their-own

..... were-thr

..... in-thr

..... what-thr

..... in-their-own

..... would-thr

..... know-thr

..... what-is-thr

..... know-there-is

..... we-were-there

..... while-thr

..... were-we-there

..... while-there-is

..... were-you-there

..... been-thr

..... they-were-there

..... to-have-been-thr

..... it-is-thr

..... done-thr

..... do-you-think-
there-is

..... down-thr

..... know-whether

..... may-have-been-thr

..... know-whether-thr

HOW TO CONSTRUCT SHORTHAND PHRASES

know-whether-there-was

know-whether-or-not

recollect-whether

recollect-whether-thr

recollect-whether-there-was

recollect-whether-or-not

recollect-whether-or-not-thr

recall-whether

recall-whether-thr

recall-whether-there-was

recall-whether-or-not

recall-whether-or-not-thr

remember-whether

remember-whether-thr

remember-whether-or-not

do-you-know-whether

do-you-know-whether-thr

do-you-know-whether-there-was

do-you-know-whether-or-not

do-you-recollect-whether

do-you-recollect-whether-thr

do-you-recollect-whether-there-was

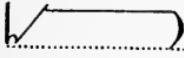
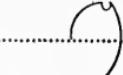
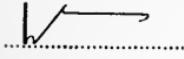
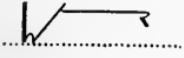
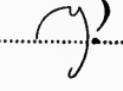
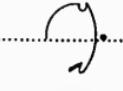
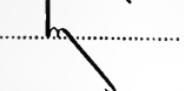
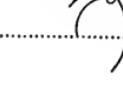
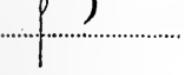
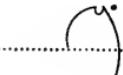
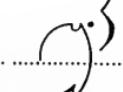
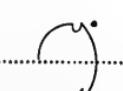
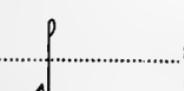
do-you-recollect-whether-or-not

do-you-recollect-whether-or-not-thr

do-you-recall-whether

do-you-recall-whether-thr

HOW TO CONSTRUCT SHORTHAND PHRASES

	do-you-recall- whether-there-was		will-you-say- whether
	do-you-recall- whether-or-not		will-you-say- whether-thr
	do-you-recall- whether-or-not-thr		will-you-say- whether-there-was
	do-you-remember- whether		will-you-say- whether-or-not
	do-you-remember- whether-thr		will-you-say- whether-or-not-thr
	do-you-remember- whether-or-not		will-you-say- whether-or-not-there-was
	do-you-remember- whether-or-not- there-was		will-you-see whether
	state whether		will-you-see- whether-thr
	state-whether-thr		will-you-see- whether-there-was
	state-whether- there-was		will-you-see- whether-or-not-thr
	state-whether- or-not		will-you-see- whether-or-not-there-was
	state-whether- or-not-thr		if-you-know- whether
	state-whether- or-not-there-was		if-you-know whether-thr

HOW TO CONSTRUCT SHORTHAND PHRASES

if-you-know-whether-there-was	you-would-have-been-there
if-you-know-whether-or-not	as-a-matter-of-fact
if-you-reeollect-whether-or-not	as-a-matter-of-law
if-you-recall-whether-or-not	as-a-matter-of-course
it-ought-to-have-been-thr	in-other-ways
it-would-have-been-there	any-other-way
which-ought-to-have-been-there	some-other-way
which-have-been-there	is-thr
which-would-have-been-there	as-thr
they-ought-to-have-been-there	is-there-any-thing
they-have-been-there	as-there-has-been
they-would-have-been-there	of-thr
you-ought-to-have-been-there	of-their-own

HOW TO CONSTRUCT SHORTHAND PHRASES

(..... the-other

{ the-other-day
{ the-other-way

..... in-return

..... every-other-one

..... some-way-or-other

..... something-or-other

..... somehow-or-other

..... somewhere-or-other

..... one-thing-or-another

..... one-way-or-another

..... one-way-or-the-other

..... further-than
..... rather-than

..... what-is-the-matter

..... what-is-the-matter-with

..... what-is-the-matter-with-you

..... in-his-letter

..... for-some-other-reason

..... for-some-reason-or-other

..... then-and-there

..... in-the-afternoon

Chapter Twelve

HALF-LENGTH CUMULATIVE PHRASING

By halving a word-form or word-sign otherwise represented by a full stroke, and writing it in the *first* position, the word *did* may be added:

— ✓ ↗ (

when-did where-did why-did they-did

By halving a word-form or word-sign otherwise represented by a full stroke, and writing it in the *second* position, the word *do* may be added:

— ↗ ✓ (

when-do where-do why-do they-do

By halving a word-form or word-sign otherwise represented by a full stroke, and writing it in the *third* position, the word *had* or *would* may be added:

— — ↗ (

when-had where-had why-had they-had
when-would where-would why-would they-would

By halving a word-form or word-sign otherwise represented by a full stroke, adding *iss*, and writing it in the *second* position, the word *does* may be added:

— — ↗ (

when-does where-does why-does

Employing principle 1, 2 or 3, and adding an *en-hook*, the word *not* may also be added:

— ↗ (

they-did-not they-do-not they-had-not

HOW TO CONSTRUCT SHORTHAND PHRASES

If it is desired to distinguish *didn't* from *did-not*, *don't* from *do-not*, *hadn't* from *had not*, it may be done by vocalization, as follows:

6

6

6

6

.....they-did-not.....they-didn't.....they-do-not.....they-don't

The *r-hook* may be omitted from the word-signs for *remember* and *sure* in the following instances:

1

1

1

I-do-not-remember

I-did-not-remember

I-am-not-sure

The following phrases derive their origin from the half-length principle, in conjunction with Rule 14, Lesson Nine:

7

7

7

in-regard-
to-that

in-regard-
to-this

in-regard-
to-them

In prefixing *I* before *did-not*, *do-not*, and *had-not*, allow the strokes to retain their positions, keeping the prefix well off the line in *I-had-not*:

J

J

J

I-did-not

I-do-not

I-had-not

HALVING PRINCIPLE WORD-SIGNS

The following word-signs are based on halved simple consonant strokes:

1

did

.....could

good

—

quite

—

God

—

if-it
feature

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  future  yard  inhabit in-the-habit
.....  of-it  world  natural -ly
.....  evidence  might -y  until
.....  thought  immediate  intellect -ual
.....  that  not  indulge
.....  without  nature  intelligible
.....  astonish -ment  better  little
.....  establish -ment  affidavit  heretofore
.....  is-it  evident  hereafter
.....  as-it has-it was-it  acquaint -anee  individual -ity
.....  Lord ordinary  architect -nre	

CIRCLE, LOOP, W-HOOK, HALF-LENGTH WORD-SIGNS

The following word-signs are based on the half-

HOW TO CONSTRUCT SHORTHAND PHRASES

length principle in conjunction with the circles, loops, and *w-hook*:

.....l.....脚步 stepW..... 向前 onward8..... 接受 accept

.....o..... 有点儿 somewhatW..... 单词 wordo..... 精确地 exact-execute

.....o..... 有时 sometime8..... 展示 exhibitW..... 必然地 certain-ty

.....W..... 向前 forward8..... 除了 exceptW..... 预期 anticipate

INITIAL HOOK, CIRCLE, HALF-LENGTH WORD-SIGNS

The following word-signs are based on halved double consonants formed with the small initial hooks, or on halved triple consonants formed with the small initial hooks and the circle:

.....8..... 能力 abilityW..... 判决 judicialo..... 善行 virtue
.....8..... 建造 builtW..... 构造 build

.....o..... 孩子 childW..... 同样的 identical8..... 权力 authority
-ly

.....W..... 孩子们 children8..... 出现 appeared8..... 一直 throughout
.....W..... 特别 particular

.....W..... 质量 qualityW..... 机会 opportunityW..... 激怒 exasperate

.....W..... 犯罪 guiltW..... 向 towardW..... 夸大 exaggerate
-y

HOW TO CONSTRUCT SHORTHAND PHRASES

..... majority mortal withheld
..... withhold

..... immortal secretary

INITIAL AND FINAL HOOK HALF-LENGTH WORD-SIGNS

The following word-signs are based on halved final hook strokes, the halved initial hook strokes in conjunction with the final hooks, and all the contractions in shorthand:

..... behind country comprehend

..... at-hand spent-d apprehend

..... gentlemen expend frequent-ly

..... gentleman subsequent profit

..... kind extend superintend
..... extent -ent-ancee

..... county consequent inhabitant

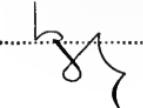
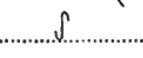
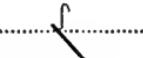
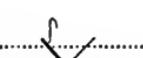
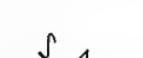
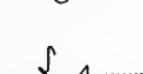
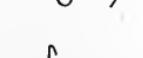
..... found-ation accident independent
..... -enee

..... movement applicant intelligent

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  intelligence  confident  identification
.....  downward  indenture  anticipation
.....  acceptance  standard  account
.....  expenditure  indispensable  between
.....  convenient  acceptance

PHRASE DRILL

.....  it-may-not  it-may-not-
be-necessary-
for-them
.....  it-may-not-be  it-will-not
.....  it-may-not-
be-necessary-
.....  it-will-not-
be
.....  it-may-not-
be-necessary-
for
.....  it-will-not-
be-necessary-
for
.....  it-may-not-
be-necessary-
for-the (him)
.....  it-will-not-
be-necessary-
for
.....  it-may-not-
be-necessary-
for-you
.....  it-will-not-
be-necessary-
for
.....  it-may-not-
be-necessary-
for us
.....  it-will-not-
be-necessary-
for you

HOW TO CONSTRUCT SHORTHAND PHRASES

	it-will-not-be-necessary-for-us		which-will-not-be-necessary-for
	it-will-not-be-necessary-for-them		which-will-not-be-necessary-for-the (him)
	which-may-not		which-will-not-be-necessary-for-you
	which-may-not-be		which-will-not-be-necessary-for-us
	which-may-not-be-necessary		which-will-not-be-necessary-for-them
	which-may-not-be-necessary-for		it-cannot
	which-may-not-be-necessary-for-the (him)		it-cannot-be
	which-may-not-be-necessary-for-you		it-cannot-be-necessary
	which-may-not-be-necessary-for-us		it-cannot-be-necessary-for
	which-may-not-be-necessary-for-them		it-cannot-be-necessary-for-the (him)
	which-will-not		it-cannot-be-necessary-for-you
	which-will-not-be		it-cannot-be-necessary-for-us
	which-will-not-be-necessary		it-cannot-be-necessary-for-them

HOW TO CONSTRUCT SHORTHAND PHRASES

	which-cannot		when-did-you-go
	which-cannot-be		when-did-you-go-with-the (him)
	which-cannot-be-necessary		when-did-you-go-with-their
	which-cannot-be-necessary-for		when-did-you-go-with-them
	which-cannot-be-necessary-for-the (him)		when-did-you-have
	which-cannot-be-necessary-for-you		when-did-you-have-them
	which-cannot-be-necessary-for-us		when-did-you-have-their
	which-cannot-be-necessary-for-them		when-did-you-have-this
	when-did		when-did-you-do
	when-did-you		when-did-you-do-this
	when-did-you-see		when-did-you-do-that
	when-did-you-see-the (him)		when-did-you-next
	when-did-you-see-them		when-do

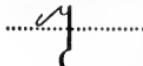
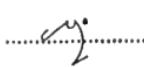
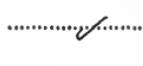
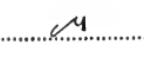
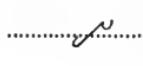
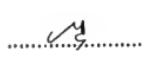
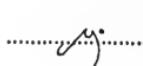
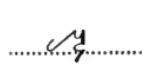
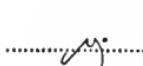
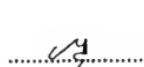
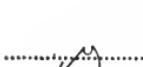
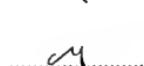
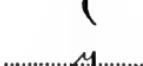
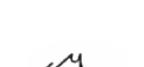
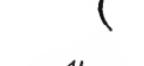
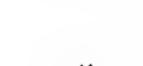
HOW TO CONSTRUCT SHORTHAND PHRASES

.....	when-do-you	when-do-you-do-this
.....	when-do-you-see	when-do-you-do-that
.....	when-do-you-see-the (him)	when-do-you-next
.....	when-do-you-see-them	when-would . . . when-had
.....	when-do-you-go	when-would- you when-had-you
.....	when-do-you-go-with-the (him)	when-would- you-see
.....	when-do-you-go-with-their	when-would- you-see-the (him)
.....	when-do-you-go-with-them	when-would- you-see-them
.....	when-do-you-have	when-would- you-go
.....	when-do-you-have-them	when-would- you-go-with- the (him)
.....	when-do-you-have-their	when-would- you-go-with- their
.....	when-do-you-have-this	when-would- you-go-with- them
.....	when-do-you-do	when-would- you-have

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	when-would- you-have-them	where-did- you-go-with- the (him)
.....	when-would- you-have- their	where-did- you-go-with- their
.....	when-would- you-have- this	where-did- you-go-with- them
.....	when-would- you-do	where-did- you-have
.....	when-would- you-do-this	where-did- you-have- them
.....	when-would- you-do-that	where-did- you-have- their
.....	when-would- you-next	where-did- you-have-this
.....	where-did- you-do
.....	where-did- you-do-this
.....	where-did- you-do-that
.....	where-did- you-next
.....	where-do
.....	where-do-you

HOW TO CONSTRUCT SHORTHAND PHRASES

..... 	where-do- you-see 	where-do- you-do-that
..... 	where-do-you- see-the (him) 	where-do- you-next
..... 	where-do-you- see-them 	where-would where-had
..... 	where-do-you- go 	where-would- you where-had-you
..... 	where-do- you-go-with- the (him) 	where-would- you-see
..... 	where-do- you-go-with- their 	where-would- you-see-the (him)
..... 	where-do- you-go-with- them 	where-would- you-see-them
..... 	where-do- you-have 	where-would- you-go
..... 	where-do- you-have- them 	where-would- you-go-with- the (him)
..... 	where-do- you-have- their 	where-would- you-go-with- their
..... 	where-do- you-have- this 	where-would- you-go-with- them
..... 	where-do- you-do 	where-would- you-have
..... 	where-do- you-do-this 	where-would- you-have- them

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	where-would- you-have- their	why-do-you- say
.....	where-would- you-have- this	why-do-you- come
.....	where-would- you-do	why-do-you- leave
.....	where-would- you-do-this	why-would why-had
.....	where-would- you-do-that	why-would- you-say
.....	where-would- you-next	why-would- you-come
.....	why-did	why-would- you-leave
.....	why-did-you	where-had- you-been
.....	why-did-you- say	when-had- you-been
.....	why-did-you- come	when-had- you-been- there
.....	why-did-you- leave	they-did-not- say
.....	why-do	they-do-not- say
.....	why-do-you	they-would- not-say

DALLAS.

HOW TO CONSTRUCT SHORTHAND PHRASES

.....	I-did-not-remember-whether	he-does-not
.....	I-did-not-remember-whether-or-not	a-day-or-two
.....	I-do-not-remember-whether	a-week-or-two
.....	I-do-not-remember-whether-or-not	a-month-or-two
.....	I-do-not-remember-whether-or-not-there-was	a-year-or-two
.....	I-am-not-saying	in-aceor-dancee-with
.....	I-cannot-say-whether-or-not	in-aceor-dancee-with-the
.....	I-will-not-say-whether-or-not	in-aceor-dancee-with-their
.....	I-do-not-think-there-is	in-aceor-dancee-with-this
.....	I-have-not	in-connec-tion-with
.....	he-may-not	in-connec-tion-with-the
.....	he-will-not	in-connec-tion-with-their
.....	they-will-not-say	in-connec-tion-with-this

HOW TO CONSTRUCT SHORTHAND PHRASES

✓	where-did- you-live	↓	at-any-rate
✓	where-do- you-live	¶	a-great-deal
↖	able-to	↗	board-of- trade
↖	where-did- you-reside	↖	rate-of- speed
↖	where-do- you-reside	↔	rate-of- interest
↪	in-writing	↖	right-of-way right-away
↪	handwriting	↗	roadway
↪	in-order-to	↪	I-want-to-say
↪	in-order-that	↪	I-want-you- to-say
↪	on-or-about	↪	in-other- words
↪	on-or-before	↪	gentlemen-of- the-jury
↪	on-the-one- hand	↪	if-the- Court-please
↪	on-the- other-hand	↪	may-it-please- the-Court

HOW TO CONSTRUCT SHORTHAND PHRASES

	ladies-and-gentlemen		Secretary-of-State
	to-a-great-extent		Secretary-of-War
	to-this-extent		Secretary-of-the-Navy
	to-some-extent		Secretary-of-Agriculture
	ear-lot		Secretary-of-the-Interior
	ear-load		Secretary-of-Commerce
	is-it-not-a-faet		Secretary-of-Labor
	isn't-it-a-faet		Secretary-of-the-Treasury
	it-is-not-a-faet		Postmaster-General
	collateral-security		Attorney-General
	President-of-the-United-States		House-of-Representatives-of-the-United-States
	Vice-President		Senate-of-the-United-States
	Vice-President-of-the-United-States		State-Department

HOW TO CONSTRUCT SHORTHAND PHRASES

 Department-of-State

 Treasury-Department

 Department-of-the-Treasury

 Department-of-War

Chapter Thirteen

PREFIXES AND SUFFIXES

The syllable *accom* is shown by a disjoined *kay*:



accommodeate



accomplice



accommadation

The *circle*, *diphthong*, and *w-hook* word-signs may be substituted for the *con-dot*, these word-signs retaining their positions when so placed. A *chet-oid*, *ret-oid* or *pet-oid* will represent *the* when so placed, and a *ket-oid* or *tet-oid* will represent *a*, *an* or *and* when so placed:



I-contend



the-contents



what-composes



a-committee

The syllables *contra*, *contro*, *contri* or *counter* may be shown by a *chet-oid* or *pet-oid* placed over the remainder of the word:



contradict



contribute



counterpart



controvert

The syllable *self* and the syllables *circum* are shown by a small circle written before or over the remainder of the word:



circumspect



self-made



circumscribe

The syllables *magni*, *magna* or *magne* may be shown by placing *em* over the remainder of the word:

HOW TO CONSTRUCT SHORTHAND PHRASES

magnitude

magnesia

magnify

Self-con and *self-contra* are shown by writing *es* in the place of the *con-dot*:

self-contained

self-constrained

self-conceit

In the following phrases, the word *stock* may be shown by *stey*:

stock-yards

stock-book

stock-holder

A word-sign is frequently used as a prefix or suffix, and may be disjoined for convenience of legibility:

thereof

whosoever

whensoever

The stroke *ef* or the *f-hook* may be suffixed to represent *ful* or *fully*:

hopeful

successful

careful

The final syllables *ality*, *ility*, *erity* or *arity* may be shown by writing the stroke which immediately precedes any of these syllables below the first part of the word:

legibility

popularity

prosperity

HOW TO CONSTRUCT SHORTHAND PHRASES

The final syllables *mental* or *mentality* may be shown by a disjoined *ment*:



ornamental



instrumental



fundamental

When it is inconvenient to join the final syllable *ment*, written in the usual way, *net* may represent that syllable:



endorsement



commencement



announeement

The suffix *ship* or *tial* may be shown by *ish*, disjoined when not convenient to join:



hardship



potential



presidential



partnership

The syllables *alogy*, *ology* or *ological* may be shown by a disjoined *jay*:



physiology
-ological

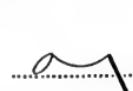


psychology
-ological

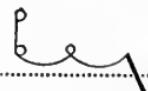


mineralogy

The words *National Bank*, when forming a part of a name, may be shown by *en-bee*:



First-National-Bank



Citizens-National-Bank

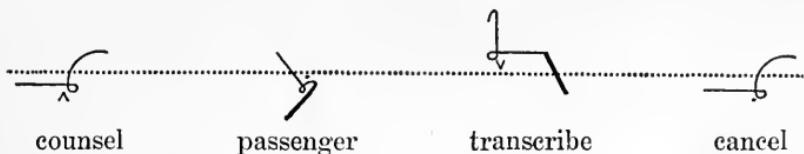


Second-National-Bank

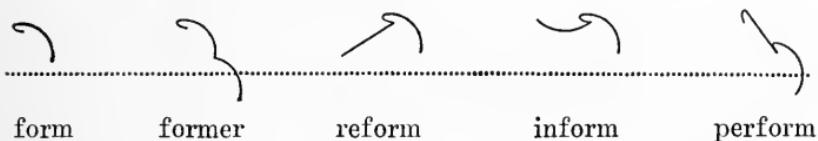
OMISSIONS

In such words as *stranger*, *passenger*, *transgress*, *council*, *cancel*, *transact*, etc., the stroke *en* may be omitted:

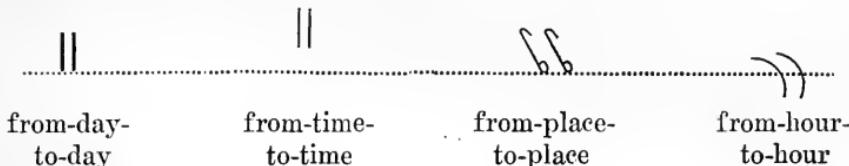
HOW TO CONSTRUCT SHORTHAND PHRASES



In the words *inform*, *reform*, *form*, *former*, etc., the stroke *em* may be omitted:

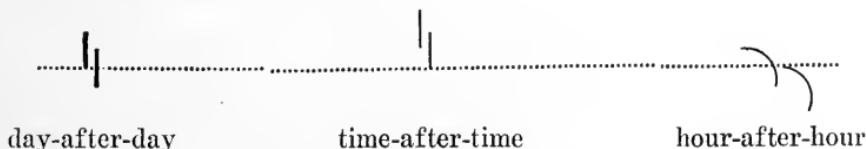


The words *from* and *to* may be omitted in the following cases:

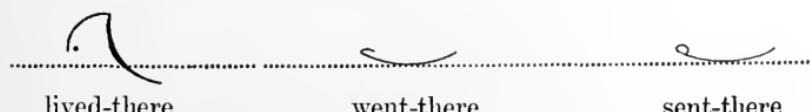


Suggestions—In this instance, and the one mentioned in the next following Rule, it is allowable to drop the *em* from the word *time*, showing that word by the stroke *tee* in the first position.

The word *after* may be omitted in the following phrases, by writing the second stroke close to and a little lower than the first:



In the following and similar frequently used phrases, the halved final stroke may be disregarded and the stroke doubled to show *thr*:



HOW TO CONSTRUCT SHORTHAND PHRASES

The words *have-you* following the words *how-long* may be omitted:

.....
how-long-have-
you-been

.....
how-long-have-
you-known

.....
how-long-have-
you-lived

The word *your* following the words *what-is* may be omitted:

.....
what-is-your-name what-is-your-occupation what-is-your-business

When the word *like* follows the word *would*, the stroke *lay* may be omitted:

.....
s

.....
s

.....
s

I-would-like I-would-like-for-you I-would-like-to-have-you

In the following and similar instances, *iss* takes the place of *es* in the word *ask*; the *l-hook* is used on the prefix for *I-will*; the word *to* is omitted and supplied by implication:

.....
s

.....
s

.....
s

I-ask-you

I-will-ask-you

I-ask-you-to-state

.....
s
|

.....
s
|

I-ask-you-to-
state-whether

I-will-ask-you-to-
state-whether

HOW TO CONSTRUCT SHORTHAND PHRASES

PHRASE DRILL

s _____

I-would-like

s o _____

I-would-like-to-ask

s o _____

I-would-like-to-ask-whether

s o _____

I-would-like-to-ask-whether-thr

s o _____

I-would-like-to-ask-whether-there-was

s o _____

I-would-like-to-to-ask-whether-or-not

s o _____

I-would-like-to-ask-whether-there-is

s o _____

I-would-like-you

s o _____

I-would-like-you-to-state

s o _____

I-would-like-you-to-state-whether

s o _____

I-would-like-you-to-state-whether-thr

s o _____

I-would-like-you-to-state-whether-or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

 I-would-like-you-to-state-whether-there-was

 I-would-like-you-to-state-whether-or-not-there-was

 I-would-like-for-you

 I-would-like-to-have

 I-would-like-to-inquire

 I-would-like-to-inquire-whether

 I-would-like-to-inquire-whether-there-was

 I-would-like-to-know

 I-would-like-to-know-whether

 I-would-like-to-inquire-whether-there-was

 I-would-like-to-know-whether-there

 I-would-like-to-know-whether-there-was

HOW TO CONSTRUCT SHORTHAND PHRASES



I-would-like-to-know-whether-there-is



I-would-like-to-know-whether-or-not



I-would-like-to-say



I-would-like-you-to-say



I-would-like-you-to-say-whether



I-would-like-you-to-say-whether-thr



I-would-like-you-to-say-whether-or-not



I-would-like-you-to-say-whether-there-is



I-ask



I-ask-you



I-ask-you-to-state

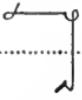


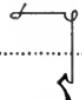
I-ask-you-to-state-whether



I-ask-you-to-state-whether-or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

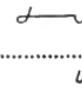
 I-ask-you-to-state-whether-or-not-thr

 I-ask-you-to-state-whether-or-not-there-was

 I-ask-you-if-there-is

 I-ask-you-to-say

 I-ask-yon-to-say-whether

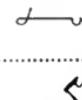
 I-ask-you-to-say-whether-or-not

 I-ask-you-to-say-whether-thr

 I-ask-you-to-say-whether-there-is

 I-ask-you-to-say-whether-there-was

 I-ask-you-to-say-whether-or-not-there-is

 I-ask-you-to-say-whether-or-not-there-was

 I-ask-yon-if-you-know-whether

 I-will-ask

HOW TO CONSTRUCT SHORTHAND PHRASES



..... I-will-ask-you



..... I-will-ask-you-to-state



..... I-will-ask-you-to-state-whether



..... I-will-ask-you-to-state-whether-or-not



..... I-will-ask-you-to-state-whether-or-not-thr



..... I-will-ask-you-to-state-whether-or-not-there-
was



..... I-will-ask-you-if-there-is



..... I-will-ask-you-to-say



..... I-will-ask-you-to-say-whether



..... I-will-ask-you-to-say-whether-or-not

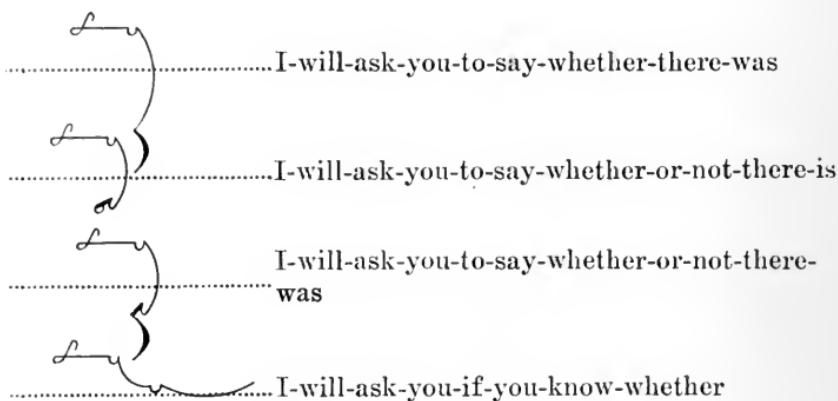


..... I-will-ask-you-to-say-whether-thr



..... I-will-ask-you-to-say-whether-there-is

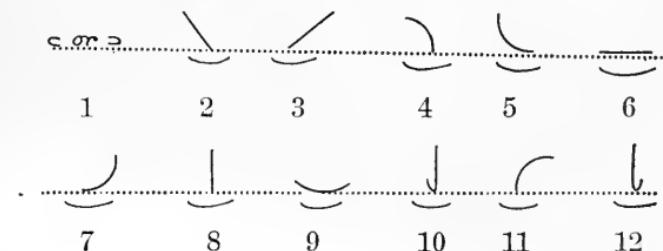
HOW TO CONSTRUCT SHORTHAND PHRASES



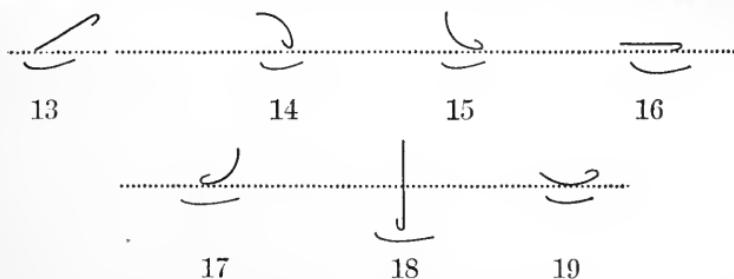
Chapter Fourteen

SHORTHAND NUMERALS

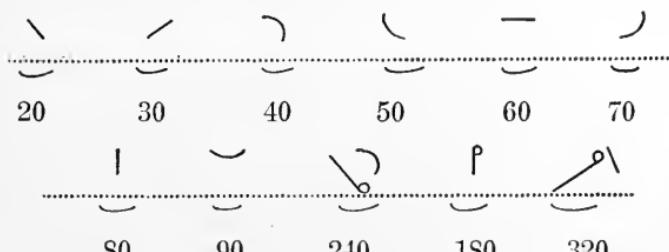
The digits are represented as follows (the outlines for 3 and 7 being written either downward or upward) :



The *n-hook* will add the syllable *teen*, the outline for 18 being made double length to avoid conflict with 10:



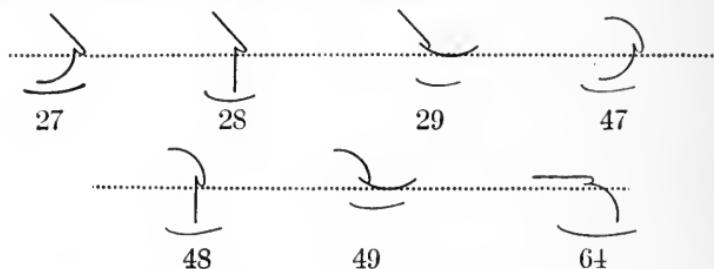
The multiples of 10 (20, 30, 40, 50, 60, 70, 80, and 90) may be shown by making the simple digits *half length* and always writing the outline in *first position*:



HOW TO CONSTRUCT SHORTHAND PHRASES

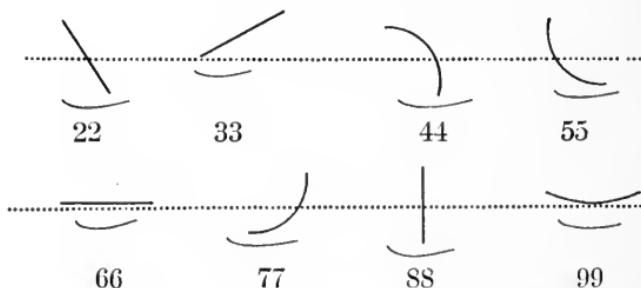
Suggestions—And this means to write them *half length* and to always make them well above the line of writing, whether the outline is written singly (as in 20, 30, 40, 50, etc.) or whether it concludes a group of figures, in which case the multiple must be disjoined (as in 240, in last illustration). This prevents conflict with the characters used to represent the simple digits.

In the following cases, in order to prevent an awkward joining, an *n-hook* is used:



Suggestions—This does not affect the legibility of the outlines, and makes a more facile joining possible. Be careful to write the outlines for 27, 28 and 29 with the straight stroke (*pee*), for the least curve would cause a conflict with those for 47, 48 and 49.

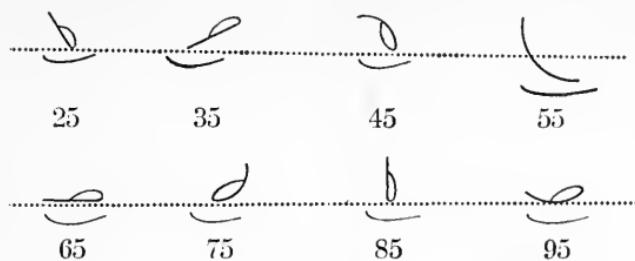
Doubling the length of an outline representing a single digit will repeat that digit, making it a double digit:



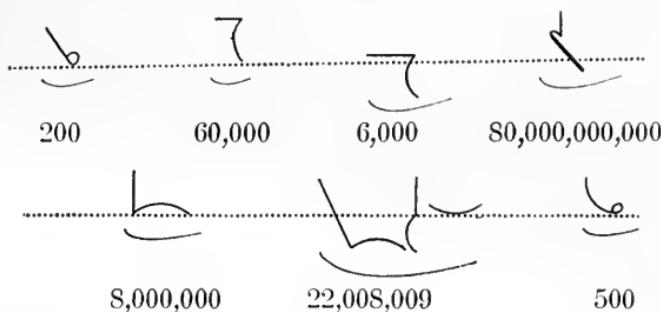
Suggestions—As no triple length characters are employed in this plan, it is well to be generous with the double lengths used to show the double digits in order to insure against conflict with the single length characters which show the simple digits.

When the figure 5 concludes a group of figures, it may be represented by *ster*:

HOW TO CONSTRUCT SHORTHAND PHRASES

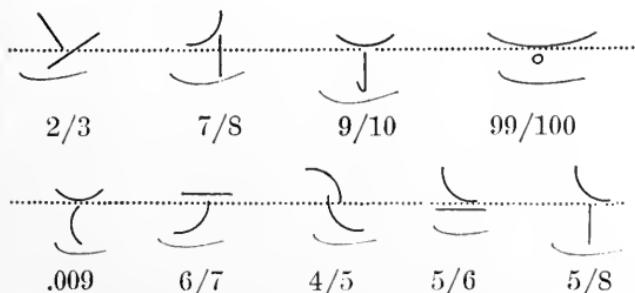


Hundred is represented by *iss*; *thousand* is represented by *ith*; *million* is represented by *em*; *billion* is represented by *bel*:



Suggestions—It will be noted that outlines representing figures may be joined or disjoined without endangering their legibility.

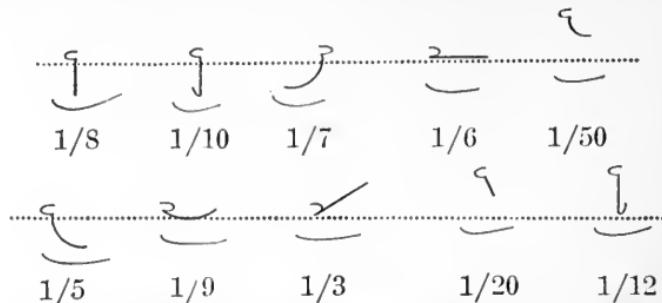
In showing fractions, the numerator should be placed over the denominator:



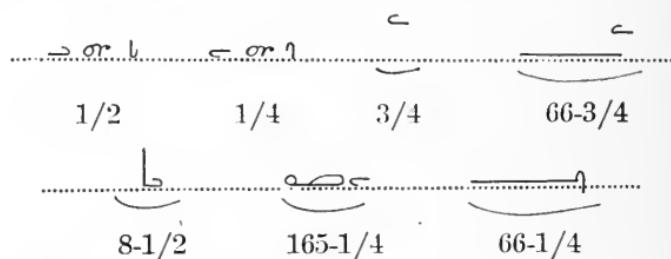
Suggestions—This merely follows the method employed in showing fractions with the ordinary Arabic figures.

When the numerator is 1, there is no necessity for disjoining:

HOW TO CONSTRUCT SHORTHAND PHRASES

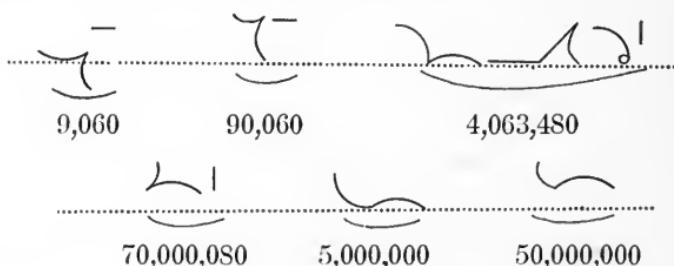


The words *a-half*, *a-quarter* and *three-quarters*, when used in conjunction with numerals, may be represented by the following word-signs:



Suggestions—The word-sign for *three-quarters* should always be disjoined and written in first position to prevent a conflict with a badly executed 1.

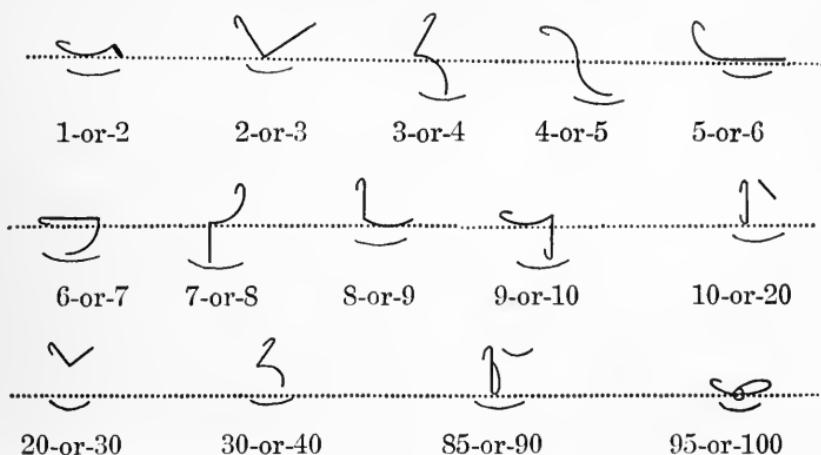
In order to distinguish outlines representing digits from those representing words, all numeral outlines should be underlined with a curved stroke, as follows:



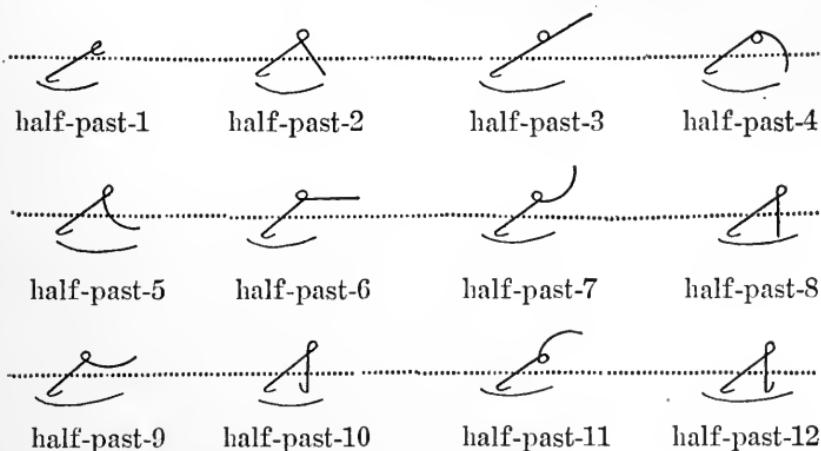
The word *or* occurring between figures may be shown by placing an initial hook on the stroke representing the first figure, the *r-hook* being used on straight strokes and a hook on the inside of the curve on curved

HOW TO CONSTRUCT SHORTHAND PHRASES

strokes. In writing 1 or 2 the outline given below may be used:



The words *half-past* preceding the figures denoting the hours, may be shown by *hays*, as follows:



Chapter Fifteen

CORRESPONDENCE WORK

The correct way of writing initials is given in the list printed below. Small letters should be employed in making those written in longhand. This will result in less strokes to each letter and will permit of writing initials without disjoining. The writing in shorthand of initials other than those shown should not be attempted, as conflicts would result were you to attempt to distinguish initials by shading the outlines representing them.

.....a.....Ah.....Ho.....Ov.....V
.....b.....Bv.....Ip.....Pw.....W
.....c.....Cl.....Jq.....Qx.....X
.....d.....Dk.....Kr.....Ry.....Y
.....e.....El.....Ls.....Sz.....Z
.....f.....Fm.....Mt.....T	
.....g.....Gn.....Nu.....U	

HOW TO CONSTRUCT SHORTHAND PHRASES

DAYS OF THE WEEK AND MONTHS OF THE YEAR

The days of the week and the months of the year occur very frequently in correspondence work, and consequently the following outlines for their names should be thoroughly mastered:

.....  Monday  Thursday  Sunday

.....  Tuesday  Friday  Sabbath

.....  Wednesday  Saturday

.....  January  May  September

.....  February  June  October

.....  March  July  November

.....  April  August  December

STATES AND TERRITORIES

The names of the states and territories of the United States are written as follows:

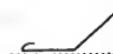
.....  Alabama  Arizona

.....  Alaska  Arkansas

HOW TO CONSTRUCT SHORTHAND PHRASES

 California

 Kentucky

 Colorado

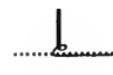
 Louisiana

 Connecticut

 Maine

 Delaware

 Maryland

 District-of-Columbia

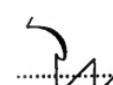
 Massachusetts

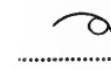
 Florida

 Michigan

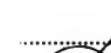
 Georgia

 Minnesota

 Hawaiian-Territory

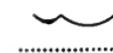
 Mississippi

 Idaho

 Missouri

 Illinois

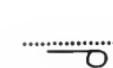
 Montana

 Indiana

 Nebraska

 Iowa

 Nevada

 Kansas

 New-Hampshire

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  New-Jersey

.....  New-Mexico

.....  New-York

.....  North-Carolina

.....  North-Dakota

.....  Ohio

.....  Oklahoma

.....  Oregon

.....  Pennsylvania

.....  Rhode-Island

.....  South-Carolina

.....  South-Dakota

.....  Tennessee

.....  Texas

.....  Utah

.....  Vermont

.....  Virginia

.....  Washington

.....  West-Virginia

.....  Wisconsin

.....  Wyoming

.....  D. C.

PROPER NAMES

Proper names may be written in shorthand as shown in the list beginning on the following page:

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Adams

..... Augstus

..... Addison

..... Austin

..... Adolph

..... Baldwin

..... Albert

..... Bartlett

..... Alexander

..... Baxter

..... Alfred

..... Beck

..... Allan

..... Bell

..... Anderson

..... Benjamin

..... Andrews

..... Berry

..... Arnold

..... Brainerd

..... Arthur

..... Brown

..... Atkins

..... Butler

..... Atkinson

..... Campbell

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Carson

..... Donald

..... Charles

..... Douglas

..... Christianson

..... Duncan

..... Clarencee

..... Dunne

..... Clark

..... Eastman

..... Clayton

..... Edgar

..... Cooper

..... Edwards

..... Curtis

..... Eldred

..... Daniels

..... Elkins

..... David

..... Ellis

..... Dexter

..... Ellison

..... Dickinson

..... Elmer

..... Dixon

..... Emerson

HOW TO CONSTRUCT SHORTHAND PHRASES

 Esterbrook

 Gardner

 Evans

 Gary

 Ezra

 Graham

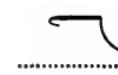
 Ferguson

 Grant

 Field

 Gregory

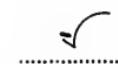
 Fisher

 Griffen

 Forest

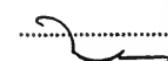
 Gustav

 Foster

 Hall

 Frank

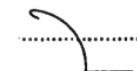
 Hanson

 Franklin

 Harold

 Fred

 Harris

 Frederick

 Harrison

 French

 Harry

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Haynes

..... Jacobs

..... Henderson

..... James

..... Herbert

..... Jerry

..... Hill

..... John

..... Hiram

..... Johnson

..... Hopkins

..... Jones

..... Howe

..... Julius

..... Howell

..... Kellogg

..... Hunter

..... Kelly

..... Isaac

..... Kennedy

..... Israel

..... Kenneth

..... Jack

..... Kineaid

..... Jackson

..... King

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  Lane

.....  Marshall

.....  Lansing

.....  Martha

.....  Latham

.....  Mary

.....  Laura

.....  Maud

.....  Lawrencee

.....  May

.....  Leonard

.....  Matthews

.....  Lewis

.....  Michael

.....  Lindsay

.....  Miller

.....  Logan

.....  Mitchell

.....  Lockwood

.....  Morris

.....  Luther

.....  Morrison

.....  Margaret

.....  Morse

.....  Marsh

.....  Nathaniel

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Nellie

..... Peter

..... Nelson

..... Peterson

..... Newman

..... Philip

..... Noel

..... Quinn

..... Oliver

..... Randolph

..... Olson

..... Reed

..... Ormsby

..... Reynolds

..... Osborne

..... Rice

..... Oscar

..... Richards

..... Palmer

..... Richardson

..... Parker

..... Roberts

..... Patrick

..... Robertson

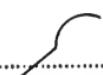
..... Paul

..... Robinson

HOW TO CONSTRUCT SHORTHAND PHRASES

 Rogers

 Stearns

 Rowley

 Stephen

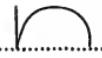
 Rudolph

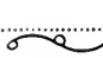
 Stevens

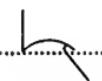
 Rufus

 Stewart

 Sally

 Taylor

 Sampson

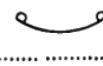
 Temple

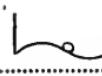
 Samuel

 Theodore

 Sarah

 Thomas

 Saunders

 Thompson

 Sharp

 Timothy

 Smith

 Ullrich

 Snyder

 Valentine

 Springer

 Vaughn

HOW TO CONSTRUCT SHORTHAND PHRASES

 Vickers

 Welch

 Walsh

 Wells

 Walter

 Wheeler

 Warner

 White

 Warren

 Whitney

 Washburn

 Williams

 Watson

 Wilson

 Webber

 Wood

 Webster

 Young

NAMES OF CITIES

 Akron

 Alexandria

 Alameda

 Allegheny

 Albany

 Allentown

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  Alliance

.....  Battle-Creek

.....  Amsterdam

.....  Bay-City

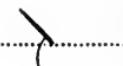
.....  Anderson

.....  Beatrice

.....  Ann-Arbor

.....  Beloit

.....  Asheville

.....  Bethlehem

.....  Ashland

.....  Beverly

.....  Astoria

.....  Birmingham

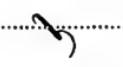
.....  Atchison

.....  Boston

.....  Atlanta

.....  Bowling-Green

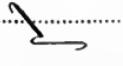
.....  Augusta

.....  Bradford

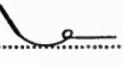
.....  Aurora

.....  Brazil

.....  Baltimore

.....  Brooklyn

.....  Batavia

.....  Brunswick

HOW TO CONSTRUCT SHORTHAND PHRASES

.....Buffalo

.....Chattanooga

.....Burlington

.....chieago

.....Butte

.....Cincinnati

.....Cairo

.....Cleveland

.....Calentta

.....Clinton

.....Canton

.....Cohoes

.....Cape-Town

.....Cold-Water

.....Carthage

.....Colorado-Springs

.....Cedar-Rapids

.....Columbia

.....Charleston

.....Columbus

.....Chelsea

.....Constantinople

.....Christiana

.....Copenhagen

.....Charlotte

.....Corinth

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Corning Emporia
..... Corsicana Erie
..... Cortland Eseanaba
..... Council-Bluffs Evansville
..... Dallas Flint
..... Davenport Fond du Lac
..... Denver Fort-Dodge
..... Des-Moines Fort-Wayne
..... Detroit Fort-Worth
..... Dubuque Fostoria
..... Duluth Frankfort
..... Easton Galveston
..... Elmira Grand-Rapids

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  Green-Bay

.....  Greenville

.....  Indianapolis

.....  Hamburg

.....  Hamilton

.....  Harrisburg

.....  Hastings

.....  Helena

.....  Hobart

.....  Honolulu

.....  Houston

.....  Ishpeming

.....  Jaackson

.....  Janesville

.....  Jefferson-City

.....  Kalamazoo

.....  Kankakee

.....  Kansas-City

.....  Keokuk

.....  Key-West

.....  Kingston

.....  Knoxville

.....  Kokomo

.....  La Crosse

.....  Lafayette

.....  Lancaster

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  Lansing

.....  Meridian

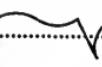
.....  Leavenworth

.....  Michigan-City

.....  Lincoln

.....  Milwaukee

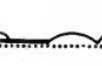
.....  Liverpool

.....  Minneapolis

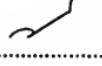
.....  Logansport

.....  Mobile

.....  London

.....  Montgomery

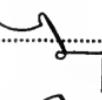
.....  Los-Angeles

.....  Montreal

.....  Louisville

.....  Nashville

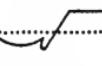
.....  Lowell

.....  Nebraska-City

.....  Mansfield

.....  New-Albany

.....  Marshall

.....  Newark

.....  Melbourne

.....  New-Bedford

.....  Memphis

.....  Newburgh

HOW TO CONSTRUCT SHORTHAND PHRASES

 New-Orleans

 Parsons

 Newport

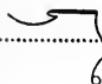
 Philadelphia

 Newton

 Phoenix

 New-York

 Pittsburg

 Niagara-Falls

 Plainfield

 Oakland

 Plattsouth

 Oeonto

 Plymouth

 Omaha

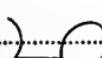
 Port-Huron

 Oshkosh

 Portland

 Oswego

 Providencee

 Oskaloosa

 Pueblo

 Ottawa

 Quiney

 Paris

 Racine

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Raleigh

..... Santa-Fe

..... Richmond

..... Savannah

..... Rochester

..... Seranton

..... Rock-Island

..... Seattle

..... Saginaw

..... Sheboygan

..... Salem

..... Shreveport

..... Sandusky

..... Sioux-City

..... St. Joseph

..... Sioux-Falls

..... St. Louis

..... Springfield

..... St. Paul

..... Streator

..... Salt-Lake-City

..... Stockholm

..... San-Francisco

..... Superior

..... San-Jose

..... Sydney

HOW TO CONSTRUCT SHORTHAND PHRASES

..... Syracuse

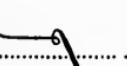
..... Wellington

..... Toledo

..... Wheeling

..... Topeka

..... Williamsport

..... Vicksburg

..... Wichita

..... Walla-Walla

..... Worcester

..... Washington

..... Zanesville

Chapter Sixteen

LEGAL TERMS AND PHRASES

..... abatement arbitration
..... accessory argument
..... accident arrangement
..... acquit arrest
..... administrator arson
..... administratrix assumpsit
..... alimony attachment
..... answer attorney
..... appear attorney-at-law
..... appearance averment
..... approve bankrupt
..... arbitrate bankruptcy

HOW TO CONSTRUCT SHORTHAND PHRASES



..... bill of complaint



..... common-law



..... bill-of-particulars



..... conservator



..... bona fide



..... consideration



..... brief



..... conspiracy



..... challenge



..... constable



..... circumstantial



..... contempt



..... civil



..... conversion



..... client



..... conveyance



..... codicil



..... coroner



..... collateral



..... corpus delicti



..... collateral-security



..... counsel



..... commencement



..... counsellor

HOW TO CONSTRUCT SHORTHAND PHRASES

 criminal

 equity

 cross-bill

 estoppel

 deceased

 exception

 decision

 exchange

 defendant

 execute

 demurrer

 execution

 deposition

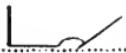
 executor

 description

 fieri facias

 divorcee

 forfeiture

 documentary

 forgery

 duces tecum

 guardian

 ejectment

 habeas corpus

 entered-into

 hereditament

HOW TO CONSTRUCT SHORTHAND PHRASES

..... homicide

..... husband

..... impanel

..... involuntary

..... impeach

..... judgment

..... impeachment

..... judicial

..... imprisonment

..... jurisdiction

..... indenture

..... jurisprudence

..... indiet

..... larceny

..... indietment

..... libel

..... injunction

..... magistrate

..... injury

..... majority

..... insolvent

..... malicious

..... interpreter

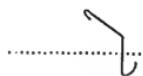
..... mandamus

HOW TO CONSTRUCT SHORTHAND PHRASES

.....manslaughter

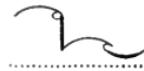
.....nunc-pro-tunc

.....marriage

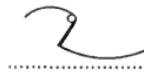
.....partition

.....mayhem

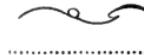
.....party-of-the-first-part

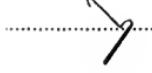
.....misdemeanor

.....party-of-the-second-part

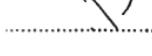
.....misjoinder

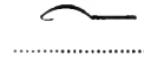
.....penalty

.....misnomer

.....perjury

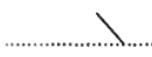
.....mittimus

.....per-see

.....mortgage

.....petition

.....mortgagee

.....plaintiff

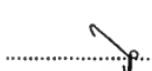
.....mortgagor

.....plead

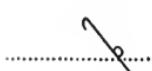
.....murder

.....pleading

.....ne-exeat

.....precedent

.....nolle-prosequi

.....praecipe

HOW TO CONSTRUCT SHORTHAND PHRASES

.....prisoner

.....replication

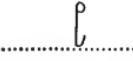
.....procedure

.....reversion

.....proceeding

.....seire facias

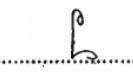
.....process

.....set-forth

.....promissory-note

.....set-off

.....property

.....settlement

.....prosecution

.....sheriff

.....provocation

.....slander

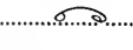
.....quantum-meruit

.....solicitor

.....quantum-valebat

.....subpoena

.....quo-warranto

.....summons

.....remitter

.....syllabus

.....replevin

.....testamentary

HOW TO CONSTRUCT SHORTHAND PHRASES

..... , testify

..... , usury

..... , testimony

..... , venue

..... , title

..... , voir dire

..... , trespass

..... , warranty

POINTS OF THE COMPASS

The points of the compass and words derived therefrom are represented as follows:

..... , north

..... , northern

..... , south

..... , southern

..... , east

..... , eastern

..... , west

..... , western

..... , northeast

..... , northeastern

..... , northwest

..... , northwestern

..... , southeast

..... , southeastern

..... , southwest

..... , southwestern

Chapter Seventeen

COURT REPORTING PHRASES

.....about-how-far

.....about-how-long

.....about-how-many-days

.....about-how-many-times

.....about-how-much

.....about-how-soon

.....about-such

.....about-what

.....about-what-time

.....about-when

.....about-which-you-are

.....after-many-days

.....after-many-times

.....afer-many-years

.....after-that-time

.....after-the-accident

.....after-this-accident

.....after-this-time

.....a-good-many

.....a-great-many

.....and-if-you-should

.....answer-the-question

HOW TO CONSTRUCT SHORTHAND PHRASES

..... anything-like-that as-it-has-been

 (applause)

..... as-it-is

..... are-many

..... as-it-was

..... are-there

..... as-many-as-possible

..... are-there-as-many

..... as-many-as-you-can

..... are-there-many

..... as-such

..... are-you-familiar-with-the

..... as-to-what

..... are-you-prepared

..... as-you-say

..... are-you-prepared-to-state

..... at-all-events

..... are-you-sure

..... at-any-rate

..... are-you-sure-whether

..... at-any-time

..... are-you-willing

..... at-about-what-time

..... are-you-willing-to-swear

..... at-his-request

HOW TO CONSTRUCT SHORTHAND PHRASES

..... at-no-time

..... at-one-time

..... at-or-about

..... at-or-near

..... at-that-place

..... at-that-time

..... at-the-time-of-the-
accident

..... at-this-time

..... at-what-time

..... at-yonr-residence

..... back-room

..... bed-room

..... before-or-after

..... before-that-time

..... before-the-time

..... be-sure

..... between-that-time

..... bill-of-exehange

..... bill-of-partieulars

..... bill-of-sale

..... by-that-time

..... by-that-you-mean

..... by-that-you-mean-
to-say

..... by-the-time

..... by-this-time

..... by-way-of

HOW TO CONSTRUCT SHORTHAND PHRASES



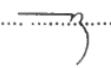
..... calling-for-a-
conclusion



..... calls-for-a-
conclusion



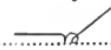
..... cannot-be-sure



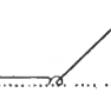
..... can-you-say



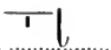
..... can-you-say-
whether-or-not



..... can-you-swear



..... can-you-swear-
whether-or-not



..... co-defendant



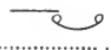
..... common-carrier



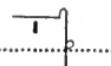
..... common-interest



..... common-law



..... common-sense



..... co-trustee



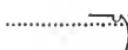
..... could-you-have-
been



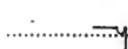
..... could-you-observe



..... could-you-say



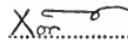
..... could-you-see



..... could-you-tell



..... could-you-tell-
whether



..... cross-examination



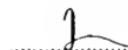
..... defendant's-
exhibit-4



..... deny-the-motion



..... dining-room



..... direct-examination



..... does-that-mean



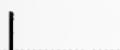
..... do-you-believe

HOW TO CONSTRUCT SHORTHAND PHRASES

 do-you-claim

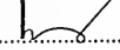
 do-you-know-anything

 do-you-know-anything-about

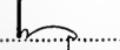
 do-you-know-anything-about-the-matter

 do-you-mean-to-say

 do-you-mean-to-say-that

 do-you-mean-to-swear

 do-you-mean-to-tell

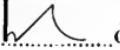
 do-you-mean-to-tell-the-jury

 do-you-mean-to-tell-us

 do-you-mean-to-testify

 do-you-recognize

 do-you-recommend

 do-you-refer

 do-you-remember-when

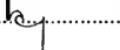
 do-you-swear

 do-you-swear-to-that

 do-you-think-you-can

 do-you-want-the-jury-to-understand

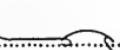
 do-you-want-to-swear

 do-you-want-to-tell-us

 do-you-want-us-to-understand

 easterly

 ever-since

 for-example

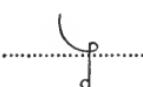
 for-how-many

HOW TO CONSTRUCT SHORTHAND PHRASES

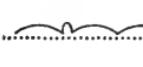
 for-how-many-days

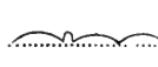
 for-how-many-years

 for-illustration

 for-instance

 for-that-time

 from-your-memoranda

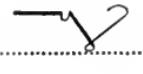
 from-your-memorandum

 from-your-memory

 from-your-reecollection

 front-room

 gentlemen-of-the-jury

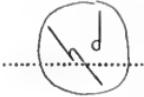
 give-your-best-reecollection

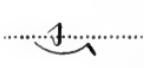
 had-there-been

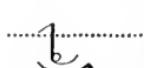
 (handing-book-to-the-court)

 (handing-book-to-witness)

 (handing-paper-to-the-court)

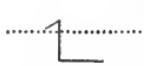
 (handing-paper-to-witness)

 he-did-not-know-anything-about

 he-does-not-know-anything-about

 he-remained

 he-said

 he-took

 he-told-me

 he-went

 he-went-there

 how-long-did-it-take

HOW TO CONSTRUCT SHORTHAND PHRASES

..... how-soon

..... how-soon-after

..... how-soon-after-the-
accident

..... hypothetical-
question

..... I-am-not-sure

..... I-am-not-sure-
whether

..... I-came-there

..... I-cannot-remember

..... I-cannot-say-
whether

..... I-cannot-tell

..... I-cannot-tell-
whether-or-not

..... I-could-not-say-
whether-or-not

..... I-could-not-tell

..... I-could-not-tell-
whether

..... I-could-not-tell-
whether-or-not

..... I-did-not-know-
anything-about

..... I-do-not-know-
anything-about

..... I-do-not-know-
anything-about-
the-matter

..... I-do-not-think-
there-is

..... if-the-court-please

..... if-your-honor-
please

..... I-have-no-doubt

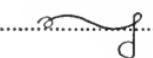
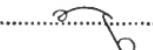
..... (illustrating)

..... immaterial-
incompetent-and-
irrelevant

..... immaterial-
irrelevant-and-
incompetent

..... I-may-have-been

HOW TO CONSTRUCT SHORTHAND PHRASES

	I-may-have-been-there		in-my-judgment
	in-all-such-eases		in-no-other-business
	in-any-ease		in-relation
	in-any-event		in-some-instances
	in-any-other-business		in-some-places
	in-any-way		in-the-early-part-of
	incompetent-immaterial-and-irrelevant		in-the-first-place
	incompetent-irrelevant-and-immaterial		Interstate-Commerce-Commission
	(indicating)		in-the-latter-part-of
	in-his-judgment		in-the-many
	in-his-manner		in-the-second-place
	in-his-position		in-the-world
	in-his-testimony		in-this-manner

HOW TO CONSTRUCT SHORTHAND PHRASES

..... in-this-way

..... I-said-so

..... in-this-world

..... I-said-there-was

..... in-which-part

..... isn't-it-a-fact

..... in-which-part-
of-the

..... isn't-it-so

..... in-which-place

..... is-it-not-a-fact

..... in-your-capacity

..... is-it-not-so

..... in-your-judgment

..... is-it-not-true

..... in-your-determina-
tion

..... is-it-true

..... in-your-opinion

..... I-swear

..... in-your-testimony

..... I-swear-that

..... I-object-to-that

..... it-has-not-been

..... irrelevant-
ineicompetent-and-
immaterial

..... I-think-there-was

..... irrelevant-
immaterial-and-
incompetent

..... I-think-there-were

HOW TO CONSTRUCT SHORTHAND PHRASES

.....{ I-think-they-were

.....it-is-not-so

.....it-seems-to-be

.....it-seems-to-me

.....it-was-not

.....it-wasn't

.....I-understood-you-to-say

.....I-want-to-ask

.....I-want-to-say

.....I-want-you-to-say

.....I-want-you-to-state

.....I-want-you-to-state-whether

.....I-want-you-to-state-whether-or-not

.....I-went-down-stairs

.....I-went-upstairs

.....I-went-up-there

.....I-went-npon-their

.....I-went-there

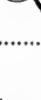
.....I-will-not-be

.....I-will-not-say

.....I-won't-say

.....I-would-not-be-sure

.....I-would-not-be-sure-whether

.....I-would-not-be-certain

.....I-would-not-say-whether

.....just-state-to-the-court

HOW TO CONSTRUCT SHORTHAND PHRASES

 just-state-to-the-jury

 just-state-when

 just-state-when-there

 just-state-when-you

 knowledge-and-belief

 ladies-and-gentlemen

(laughter)

 leading-and-suggestive

 miles-an-hour

 miles-away

 motion-denied

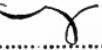
 motion-granted

 Mr.-Chairman

 no-part-of-the

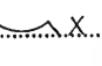
 northeasterly

 northerly

 northwesterly

 nothing-like-that

 not-to-my-knowledge

 now,-Mr.-(witness's-name)

 objection-sustained

 objection-overruled

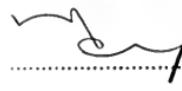
 of-my-knowledge

 offer-in-evidence

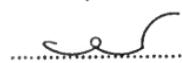
 of-my-own-knowledge

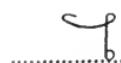
 of-their

HOW TO CONSTRUCT SHORTHAND PHRASES

 of-my-personal-knowledge

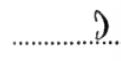
 of-your-own-knowledge

 once-in-a-while

 once-or-twice

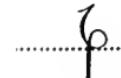
 one-side-of

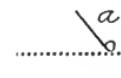
 on-the-one-hand

 on-the-other-hand

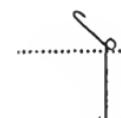
 on-the-other-side

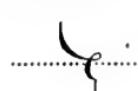
 on-this-day

 on-this-side

 plaintiff's-Exhibit-A

 please-state

 please-state-whether-or-not

 previous-to-that-time

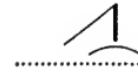
 previous-to-the-time

 previous-to-this-time

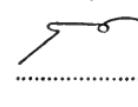
 Public-Service-Commission

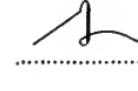
 rate-of-speed

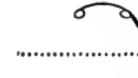
 rate-per-ton-per-mile

 reading-room

 rear-room

 re-cross-examination

 re-direct-examination

 seems-to-be

 seems-to-me

 she-said

HOW TO CONSTRUCT SHORTHAND PHRASES

..... she-said-that

..... she-said-to-me

..... she-says-to-me

..... showing-exhibit-to-the-court

..... showing-exhibit-to-the-jury

..... since-that-time

..... since-the-time

..... something-else

..... something-like-that

..... some-other

..... some-other-way

..... sooner-or-later

..... so-that-you-are

..... so-that-you-may

..... southeasterly

..... southerly

..... southern

..... southwesterly

..... state-to-the-court

..... state-to-the-court-and-jury

..... state-to-the-jury

..... sustain-the-objection

..... tell-him

..... tell-how-long

..... tell-me

..... tell-the-court

HOW TO CONSTRUCT SHORTHAND PHRASES

 tell-the-court-and-jury

 they-do-not-know-anything-about

 tell-the-jury

 they-did-not-say

 tell-whether

 they-were-not

 that-is-all

 to-the-best-of-my-knowledge

 that-is-anything

 to-the-best-of-my-knowledge-and-belief

 that-is-nothing

 United-States-of-America

 there-could-not-have-been

 was-there-anything

 there-should-be

 was-there-not

 there-should-not-be

 was-there-not-anything

 they-did-not

 westerly

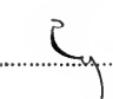
 they-did-not-know-anything-about

 what-did-you-say

 they-didn't

 what-did-you-see

 they-do-not

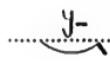
 what-have-you-to-say-as-to-whether-or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

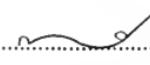
.....	what-if-anything who-said-so
.....	what-is-the-objection who-said-that
.....	what-is-the-question why-did-not
.....	what-time-of-day why-didn't
.....	what-was-said why-do-not
.....	what-was-there why-don't
.....	when-did-you-come will-yon-come
.....	when-did-yon-come-there will-yon-go
.....	when-did-yon-go-there will-yon-swear
.....	where-have-yon-been will-yon-swear-whether-or-not
.....	where-was-he	(witness-refers-to-book)
.....	where-was-that	(witness-refers-to-memorandum)
.....	whether-you-are	(witness-refers-to-paper)

HOW TO CONSTRUCT SHORTHAND PHRASES

 work-there

 you-don't-know-anything-about

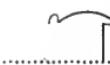
 would-you-be-willing

 you-may-answer

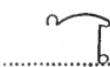
 would-you-be-willing-to-swear

 you-mean-to-say

 yes-or-no

 you-mean-to-tell

 you-did-not-know-anything-about

 you-mean-to-tell-us

 you-didn't-know-anything-about

 your-honor

 you-do-not-know-anything-about

CONFLICTS

The following list contains conflicting words and phrases and the correct outlines for them:

 at-all

 until

 appertain

 pertain

 at-the-same-time

 at-some-time

 at-last

 at-least

 amount

 account

 auditor

 editor

 daughter

 debtor

 altitude

 latitude

 afterward

 forward

HOW TO CONSTRUCT SHORTHAND PHRASES

available
valuable

absolute
obsolete

avocation
vocation

bags
books

brace
press

beside
opposite

can
can't
cannot

I-can
I-can't
I-cannot

he-can
he-can't
he-cannot

cost
caused

day
date

disturb
distribute

elaborate
labored

extract
extricate

foreman
fireman

favored
favorite

from
over

for-him
for-me

gentleman
gentlemen

half
few

innocent
insane

inner
near

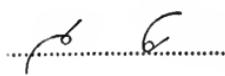
inevitable
unavoidable

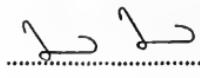
keep
occupy

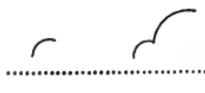
luckily
likely

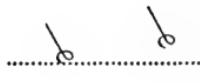
land
island

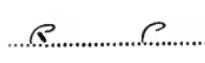
HOW TO CONSTRUCT SHORTHAND PHRASES

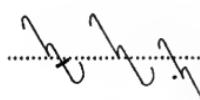
 laebrate
uleerate

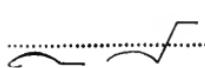
 persecution
prosecution

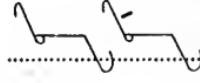
 lot
little

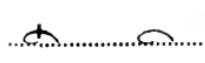
 possession
position

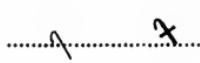
 loaned
lent

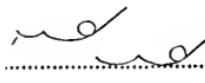
 proportion
preparation
appropriation

 marked
market

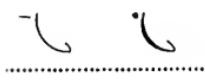
 prescription
proscription

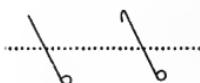
 mold
melt

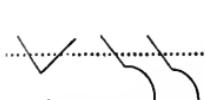
 part
board

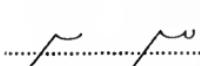
 not-necessary
unnecessary

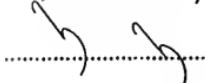
 permanent
prominent

 often
even

 purpose
propose

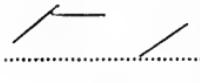
 poor
pure
power

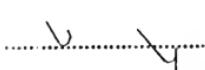
 ruined
renewed

 proffer
prefer

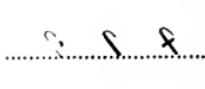
 read
write

 prineipal
upper

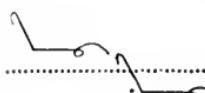
 recall
recollect

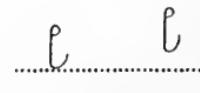
 patient
passionate

 road
route

 plate
belt
bolt

 spread
support
separate

 proximate
approximate

 station
situation

HOW TO CONSTRUCT SHORTHAND PHRASES

..... f f } steady
..... f staid
..... f sedate

..... f f f sat
..... f f stood
..... f stayed

..... V A separation
..... V suppression

..... J shadow
..... J shade

..... J J shaft
..... J shift
..... J sheave

..... J J tied
..... J J tight

..... — — secure
..... — — screw

..... J J through
..... J J other

..... S S send
..... S S sent

JURY INSTRUCTION PHRASES

..... L L believe-from-
..... L L the-evidence

..... J by-the-jury

..... A A beyond-a-re-
..... A A sonable-doubt

..... J J candor-or-lack-
..... J J of-candor

..... L L burden-of-proof

..... — — care-and-caution

..... L L burden-of-
..... L L proving

..... J J charge-the-jury

..... L L by-the-interest

..... L L conduct-and-de-
..... L L meanor

..... L L by-the-evidence

..... J J consistency-or-
..... J J inconsistency

..... L L by-their-
..... L L appearance

..... L L constructive-
..... L L notice

HOW TO CONSTRUCT SHORTHAND PHRASES

con contributory-
negligence

con contributory-
negligence-of-
the plaintiff

court-further-
instructs-the-
jury

court-in-
structs-the-
jury

credibility-of-
the-witnesses

credibility-of-
witnesses

degree-of-care

degree-of-care-
and-caution

facts-and-cir-
cumstances

fairness or-
unfairness

from-all-the-
evidence

from-the-evi-
dence

guilty-of-
negligence

I-charge-the-
jury

if-the-jury

I-instruct-the-
jury

if-you-find

in-determining-
the

intelligence-
or-lack-of-
intelligence

intelligence-
or-want-of-
intelligence

interest-or-
lack-of-in-
terest

in-the-
declaration

in-the-result

into-account

jury-are-in-
structed

knowledge-or-
lack-of-
knowledge

HOW TO CONSTRUCT SHORTHAND PHRASES

neglect-of-the-defendant

neglect-of-the-plaintiff

negligence-of-the-defendant

negligence-of-the-plaintiff

of-their-testimony

on-the-trial

opportunity-or-want-of-opportunity

ordinarily-prudent

ordinary-and-reasonable-care

ordinary-care

ordinary-care-and-caution

ordinary-prudence

personal-knowledge

preponderance-of-the-evidence

probability-or-improbability

reasonable-care

reasonable-care-and-caution

reasonable-care-and-diligence

reasonable-care-and-prudence

reasonable-prudence

reasonably-prudent

reasonably-safe

reasonableness-or-unreasonable

these-circumstances

they-have-in-the

they-have-testified

HOW TO CONSTRUCT SHORTHAND PHRASES

.....  to-be-given

.....  witness-stand

.....  under-all-the-circumstances

.....  witness'-testimony

.....  verdict-of-the-jury

.....  you-are-further-instructed

.....  weight-of-evidence

.....  you-are-instructed

.....  with-all-the-other-circumstances

.....  you-should-take-into-consideration

.....  wilfully-and-knowingly

.....  your-verdict

Chapter Eighteen

WORD-SIGNS

The following are all the word-signs contained in the entire course, alphabetically arranged:

A	also	B
a	always	balance
ability	am	barrel
about	an	be
accept	and	because
acceptance	annual-ly	become
acceptation	another	been
accession	anticipate	before
accident	anticipation	began
accompany	any	begin
accomplish	anything	begun
account	anywhere	behind
accusation	appear	belong
acknowledge	appeared	better
acknowledgment	appliance	between
acquaint	applicant	beyond
acquaintance	application	brother
acquire	apprehend	build
acquisition	apprehension	built
addition	architect	but
advantage	architecture	by
advantageous	are	C
advertise	arrive-al	can
advice	as	capable
advise	association	capacity
affect	astonish	care
affection	astonishment	careful-ly
affectionate	at	certain
affidavit	authority	certainty
after	average	change
afternoon	award	character
again	aware	charge
all	away	cheerful-ly
along	awe	chil ^d
already	awful	childre ⁿ

HOW TO CONSTRUCT SHORTHAND PHRASES

christian	democrat	entire
christianity	denominate	entirely
civilization	denomination	equal
circumstance	describe	equally
circumstantial	desription	especial
Co.	designate	esquire
come	designation	essential
commerce	determination	establish
commercial	determine	establishment
common	develop	ever
commonly	development	every
company	did	evidence
compliancee	differ	evident
comprehend	differencee	exact
comprehension	different	exaggerate
condition	difficultry	exaggeration
confident	direct	examination
confidential	direet	exasperate
consequence	disadvantage	exasperation
consequent	discharge	except
consequential	distinct	exception
consider	distinctive	execute
consideration	distinguish	exhibit
convenient	do	exhibition
conversation	doctor	expend
correct	doctrine	expenditure
could	does	expect
country	dollar	expectation
countryman	downward	experiencee
countrymen	during	explain
county		explanation
create		explore

E

D	each	express
danger	effeet	expression
dear	effieieney	extend
decree	effieient	extension
defendant	electric	extent
degree	electricity	extravagance
delinquent	elsewhere	extravagant
delinqnency	emergeney	eye
deliver	endeavor	
deliverance	enough	
delivery	enthusiasm	
	enthusiastic	

F

fact
familiar

HOW TO CONSTRUCT SHORTHAND PHRASES

familiarity	happens	indulge
far	happiness	inexperience
favor	happy	infer
favorite	has	inference
feature	have	influenee
financial	he	influential
first	hear	information
footstep	her	inhabit
for	here	inhabitant
forenoon	hereafter	inquire
forward	heretofore	inquiry
found	high	insurance
foundation	him	insure
fraction	his	insignificancee
frequent	home	insignificant
frequently	honor	inst.
from	hope	intelleet
furnish	hour	intellectual
furniture	how	intelligence
further	however	intelligent
future		intelligible

I

identical-ly
identification
if
imagination
imagine

investigation
irregular
irregularity
is
it
itself

J

judieal
justification

general
generalization
generally
gentleman
gentlemen
give
given
go
God
good
govern
government
governor
guilt
guilty

immaterial
immediate
immoral
immortal
importancee
important
impossible
impossibility
improvement
in
indenture
independencee
independent

kind
knew
know
knowledge

K

had
half
handwriting
happen

ndifferent
ndispensable
individual
individuality

language
large
learn
legislate
legislation

L

HOW TO CONSTRUCT SHORTHAND PHRASES

legislature
legislative
length
lengthy
little
long
longer
lord

M

machine
machinery
majority
manner
manufacture
manufacturer
manufactory
material

matter
maximum
may
me
meanwhile
member

memorandum
memoranda
mention
merchandise

might
mighty

minimum

month

moral

morning

mortal

mortgage

mortgagee

mortgagor

movement

Mr.

Mrs.

much

my

N
natural-ly
nature
negotiate
negotiation
neither
never
nevertheless
next
no
nor
not
nothing
notwithstanding
now
nowhere
number

O

object
objection
objective
obnoxious
of
off
oh
on
only
onto
onward
opinion
opportunity
or
ordinary
organ
organization
organize
origin
original
other
ought
our
out

owe
own
owner

P
parallel
parliament
particular
party
peculiar
peculiarity
people
plaintiff
poor
possible
possibility
possibly
poverty
power
practical
practice
practise
preliminary
previous
prior
privilege
principal
principle
probable
probably
probability
production
professor
proficient
proficiency
profit
proper
property
public
publication
publish
punctual
punctuality

HOW TO CONSTRUCT SHORTHAND PHRASES

punish	satisfaetion	subscribe	
punishment	satisfy	subscription	
pure	saw	subsequent	
purpose	send	substantial	
put	says	substantiate	
Q			
quality	secretary	substantiation	
quotation	see	such	
quite	seem	sufficieney	
R			
railroad	seen	suffieient	
rather	separator	suggest	
real	several	suggestion	
real-estate	shall	suggestive	
recollect	she	superintend	
recollection	should	superintendence	
refer	signature	superintendent	
reference	significance	supporter	
regular	significant	sure	
regularity	signify	surely	
religion	similar	surprise	
religious	similarity	suspension	
remark	singular	T	
remember	singularity	technical	
represent	situate	technicality	
representation	situation	testimony	
representative	so	thank	
republic	some	that	
republican	somebody	the	
require	something	there	
respect	sometime	their	
respectful	somewhat	them	
respectfully	somewhere	therefor	
respective	soon	therefore	
return	special	these	
reward	specification	they	
roadway	spend	thing	
S			
said	spent	think	
same	spoken	this	
	swear	those	
	standard	thou	
	stenographer	though	
	stenographie	thought	
	subject	thousand	
	subjection		
	subjective		

HOW TO CONSTRUCT SHORTHAND PHRASES

throughout		V	wholly
thus			whom
'till	value		why
time	very		will
transfer	virtue		wish
transportation			with
truthful		W	withal
truthfully			withheld
tuition	was		withhold
to	way		within
too	we		without
together	well		witness
toward	were		word
two	what		workman
	whatever		workmen
U	when		world
unless	whenever		would
unquestionable	where		
unquestionably	wherefore		Y
until	wherever		
upon	whether		yard
us	which		ye
use	whichever		year
use (verb)	while		yes
usual	who		yet
usually	whoever		you
U. S.	whole		your

Chapter Nineteen

PHRASE DRILL

A

able-to	all-of-the
about-how-far	all-our
about-how-long	a-mistake
about-how-many	am-not
about-how-much	a-month-or-so
about-how-soon	a-month-or-two
about-sueh	and-as-the (he)
about-what	and-do-you-know-the
about-what-time	and-do-you-reeall
about-when	and-do-you-recollect
about-which-you-are	and-do-you-think
a-eustom	and-do-you-think-he (the)
a-day-or-so	and-for-which-the (he)
a-day-or-two	and-has-the (he)
a-few-days	and-he-may-have-the (he)
a-few-days-ago	and-he-must
a-few-dozen	and-he-saw-the (him)
a-few-months	and-he-says
a-few-months-ago	and-he-shall-have-the
a-few-years	and-he-was
a-few-years-ago	and-he-wishes
after-many-days	and-how-many-days
after-many-times	and-how-many-times
after-many-years	and-how-may-he
after-that-time	and-how-shall-the (he)
after-the-accident	and-how-was-the (he)
after-this-accident	and-if-you-are (recollect)
after-this-time	and-I-may-have-the (him)
again-and-again	and-in-these-eases
a-good-many	and-in-this-case
a-great-deal	and-I-saw-him (the)
a-great-many	and-I-say
a-half-dozen	and-I-see-him (the)
all-of	and-I-shall
	and-I-shall-be

HOW TO CONSTRUCT SHORTHAND PHRASES

and-I-shall-have	as-far-as
and-is-the	as-far-as-I-(you)-can
and-it-is-said-the	as-far-as-possible
and-it-is-the	as-has
and-it-may-be	as-his
and-it-was-the	as-is
and-I-was	as-it
and-I-will-have-the (him)	as-it-has-been
and-I-wish	as-it-is
and-I-wish-to-be	as-it-was
and-several	as-long-as
and-suggest	as-long-as-I-(you)-ean
and-they-may-have	as-long-as-possible
and-this-is-the	as-many-as-possible
and-you-may-have-the (him)	as-many-as-I-(yon)-ean
and-you-should-have-the (him)	as-much-as
and-you-will-have-the (him)	as-much-as-I-(you)-can
and-you-will-see-the (him)	as-much-as-possible
answer-the-question	as-near-as
any-other	as-near-as-I-(you)-ean
any-other-way	as-near-as-I-(you)-ean-recall
anything-like-that	as-near-as-I-(you)-ean-recollect
any-way	as-near-as-I-(you)-ean-
a-postal (applause)	remember
are-in	a-special
are-many	as-quick-as
are-not	as-quiek-as-I-(you)-can
are-there	as-soon-as
are-there-as-many	as-soon-as-I-(you)-can
are-there-many	as-soon-as-possible
are-they	as-sueh
are-you	as-to-what
are-you-familiar-with-the	as-the
are-you-in	as-there-has-been
are-you-prepared	a-subject
are-you-prepared-to-state	as-well-as
are-you-ready	as-well-as-I-(you)-can
are-you-sure	as-you-say
are-you-sure-whether	at-about-what-time
are-you-willing	at-all
are-you-willing-to-swear	at-all-events
as-a-matter-of-course	at-all-reasonable
as-a-matter-of-faet	at-all-risks
as-a-matter-of-law	at-all-such

HOW TO CONSTRUCT SHORTHAND PHRASES

at-all-the	be-sure-whether
at-all-them	be-their-own
at-all-this	between-that-time
at-all-those	beyond-a-reasonable-doubt
at-any-rate	bill-of-complaint
at-any-time	bill-of-exchange
at-first	bill-of-lading
at-hand	bill-of-particulars
at-his-request	bill-of-sale
at-last	burden-of-proof
at-least	burden-of-proving
at-length	but-not
at-no-time	by-all-reason
at-once	by-all-reasonable
at-or-about	by-all-such
at-or-near	by-all-the
at-that-place	by-all-their
at-that-time	by-all-they
at-their-own	by-all-this
at-the-time-of-the-accident	by-all-those
at-this-time	by-all-which
attorney-at-law	by-his
attorney-general	by-it
at-what-time	by-that-time
at-your-home	by-that-you-mean
at-your-lessons	by-that-you-mean-to-say
at-your-residence	by-the-evidence
a-week-or-so	by-the-interest
a-week-or-two	by-their-appearance
a-year-or-so	by-the-jury
a-year-or-two	by-their-own
B	
back-room	by-them
bed-room	by-the-time
been-thr	by-the-way
before-or-after	by-this
before-that-time	by-this-time
before-the-time	by-this-way
beg-leave	by-way
believe-from-the-evidence	by-way-of
best-of-my-recollection	by-which
best-of-your-recollection	by-which-you
be-sure	by-which-you-are
	by-which-you-may
	by-which-you-may-have

HOW TO CONSTRUCT SHORTHAND PHRASES

by-which-you-will

by-which-you-will-have

by-you (your)

by-your-leave

C

calling-for-a-conclusion

calls-for-a-conclusion

call-your-attention

candor-or-lack-of-candor

cannot-be-sure

can-you-say

can-you-say-whether-or-not

can-you-swear

can-you-swear-to-that

can-you-swear-whether-or-not

care-and-caution

car-load

car-lot

charge-the-jury

co-defendant

collateral-security

common-carrier

common-interest

common-law

common-sense

conduct-and-demeanor

consistency-or-inconsistency

constructive-notice

contributory-negligence

contributory-negligence-of-the-plaintiff

co-trustee

could-you-have-been

could-you-observe

could-you-say

could-you-see

could-you-tell

could-you-tell-whether

court-further-instructs-the-jury

court-instructs-the-jury

credibility-of-the-witnesses

credibility-of-witnesses

cross-examination

D

Dear-sir

defendant's-exhibit-4

degree-of-care

degree-of-care-and-caution

deny-the-motion

Department-of-State

Department-of-the-Treasury

Department-of-War

did-not

dining-room

direct-examination

does-the (he)

done-there

do-not

do-you

do-you-believe

do-you-ever

do-you-ever-have

do-you-know

do-you-know-anything

do-you-know-anything-about

do-you-know-anything-about-the-matter

do-you-know-whether

do-you-know-whether-or-not

do-you-know-whether-thr

do-you-know-whether-there-was

do-you-mean-to-say

do-you-mean-to-say-that

do-you-mean-to-swear

do-you-mean-to-tell

do-you-mean-to-tell-the-jury

do-you-mean-to-tell-us

do-you-mean-to-testify

do-you-recall

do-you-recall-whether

do-you-recall-whether-or-not

do-you-recall-whether-or-not-thr

do-yon-recall-whether-thr

do-you-recall-whether-there-was

do-you-recognize

do-you-recollect

do-you-recollect-whether

HOW TO CONSTRUCT SHORTHAND PHRASES

do-you-recollect-whether-or-not
do-you-recollect-whether-or-not
 thr
do-you-recollect-whether-thr
do-you-recollect-whether-there-
 was
do-you-recommend
do-you-refer
do-you-remember
do-you-remember-when
do-you-remember-whether
do-you-remember-whether-or-not
do-you-remember-whether-thr
do-you-remember-whether-or-
 not-there-was
do-you-represent-the (him)
do-you-require
do-you-say
do-you-say-so
do-you-see
do-you-swear
do-you-swear-to-that
do-you-think
do-you-think-there-is
do-you-think-so
do-you-think-you-can
do-you-want-the-jury-to-
 understand
do-you-want-to-swear
do-you-want-to-tell-us
do-you-want-us-to-understand
duces-tecum
during-all
during-all-the
during-all-the-time
during-all-this-time
during-the
during-the-day
during-the-time
during-this
during-this-day
during-this-time

E

entered-into

ever-since
every-one
every-other-one

F

facts-and-circumstances
fairness-or-unfairness
f. o. b.
for-all-days
for-all-such
for-all-the
for-all-they
for-all-they-say
for-all-this
for-all-time
for-all-you
for-all-you-know
for-all-you-may
for-all-you-may-know
for-all-you-say
for-example
for-how-many
for-how-many-days
for-how-many-times
for-how-many-years
for-illustration
for-instance
for-it
for-it-may
for-it-may-be
for-it-may-have
for-it-must
for-it-must-be
for-it-must-have
for-our
for-some-reason
for-some-reason-or-other
for-such
for-such-is
for-such-may
for-such-you
for-such-you-may
for-such-you-may-be
for-such-you-may-have
for-such-you-will

HOW TO CONSTRUCT SHORTHAND PHRASES

for-such-you-will-be
for-such-you-will-have
for-that-time
for-their-own
for-them
for-there-is
for-the-purpose
for-they
for-they-may
for-they-may-be
for-they-may-have
for-which
for-which-may
for-which-they-will
for-which-you-are
for-which-you-may-be
for-which-you-must
for-which-you-will
for-which-you-will-be
for-which-you-will-have
for-you-are
for-you-have
for-you-have-it
for-you-have-this
for-you-know
for-you-may
for-you-may-be
for-you-may-have
for-you-must
for-you-shall
for-you-will
for-you-will-be
for-you-will-have
for-you-will-never-be
for-you-will-soon
for-you-will-soon-be
for-you-will-soon-have
from-all
from-all-the
from-all-the-evidence
from-all-these
from-all-this
from-all-those
from-all-those-cases

from-all-you
from-all-you-make
from-all-you-may
from-me
from-my
from-my-best-recollection
from-my-office
from-my-recollection
from-our
from-the-evidence
from-their-own
from-them
from-this
from-this-day
from-this-time
from-your-memoranda
from-your-memorandum
from-your-memory
from-your-recollection
front-room
further-than

G

gentlemen-of-the-jury
give-your-best-recollection
guilty-of-negligence

8

habeas-corpus
had-not
had-there-been
(handing-book-to-the-court)
(handing-book-to-witness)
(handing-paper-to-the-court)
(handing-paper-to-witness)
has-also-been
has-always-been
has-it
have-also-been
have-always-been
have-been
have-not
have-thr
have-their-own

HOW TO CONSTRUCT SHORTHAND PHRASES

have-them	he-says-so
have-you	he-shall
have-you-this	he-shall-be
he-did-not-know-anything-about	he-shall-have
he-does	he-should-be
he-does-not	he-should-do-so
he-does-not-know-anything-about	he-should-have
he-had	he-should-have-many
he-had-not	he-should-have-seen
he-has	he-should-have-the (him)
he-has-not	he-should-have-them
he-has-the	he-should-know-the (him)
he-hopes	he-should-never
he-is	he-should-never-be
he-is-not	he-should-now
he-is-the	he-should-say
he-may	he-should-see-him
he-may-have	he-should-think
he-may-never	he-thinks
he-may-never-be	he-thinks-it-is
he-may-not	he-told-me
he-may-not-be	he-took
he-may-recall	he-was
he-may-remember	he-was-in-the
he-must	he-was-not
he-must-also	he-wasn't
he-must-also-be	he-went
he-must-always	he-went-there
he-must-always-be	he-will
he-must-ask-you	he-will-be-away
he-must-be	he-will-be-pleased
he-must-have	he-will-be-very-pleased
he-must-never	he-will-be-with
he-must-recall	he-will-be-with-you
he-must-recollect	he-will-never
he-must-remember	he-will-never-be
he-must-say	he-will-n̄ever-have
he-must-take	he-will-not
he-must-take-the (him)	he-will-not-be
he-remained	he-will-probably
he-said	he-will-recall
he-said-so	he-will-remember
he-says	house-of-commons
	house-of-representatives

HOW TO CONSTRUCT SHORTHAND PHRASES

house-of-representatives-of-the-	I-am-in-receipt-of-your-letter
United-States	I-am-living-there
how-does	I-am-not
how-do-you	I-am-not-saying
how-has	I-am-not-sure
how-have	I-am-not-sure-whether
how-is	I-am-pleased
how-is-he	I-am-very-pleased
how-long	I-ask
how-long-did-it-take	I-ask-you
how-long-have-you-been	I-ask-you-if-there-is
how-long-have-you-known	I-ask-you-if-you-know-whether
how-long-will-you	I-ask-you-to-say
how-many	I-ask-you-to-say-whether
how-many-days	I-ask-you-to-say-whether-or-not
how-many-times	I-ask-you-to-say-whether-thr
how-may	I-ask-you-to-say-whether-there-
how-may-you	is
how-much	I-ask-you-to-say-whether-there-
how-mueh-is-the (he)	was
how-should-it	I-ask-you-to-state
how-should-they	I-ask-you-to-state-whether
how-should-you	I-ask-you-to-state-whether-or-
how-should-you-be	not
how-should-you-do	I-ask-you-to-state-whether-or-
how-should-you-have	not-there-was
how-should-you-know	I-came-there
how-should-you-see	I-cannot remember
how-soon	I-cannot-remember-whether-or-
how-soon-after	not
how-soon-after-the-accident	I-cannot-say-whether
how-was-he	I-cannot-say-whether-or-not
how-will	I-cannot-tell
hypothetical-question	I-cannot-tell-whether-or-not

I

I-am	I-could-not-say-whether-or-not
I-am-conscious	I-could-not-tell
I-am-glad-to-know	I-could-not-tell-whether-or-not
I-am-in-receipt	I-did-not-know-anything-about
I-am-in-receipt-of-their	I-did-not-know-anything-about-
I-am-in-receipt-of-this	the-matter
I-am-in-receipt-of-your	I-did-not-remember-whether-
I-am-in-receipt-of-your-favor	or-not

HOW TO CONSTRUCT SHORTHAND PHRASES

I-do	if-you-ever-have
I-do-not	if-you-find
I-do-not-know-anything-about	if-you-have
I-do-not-know-anything-about-the-matter	if-you-know
I-do-not-remember-whether	if-you-know-whether
I-do-not-remember-whether-or-not	if-you-know-whether-or-not
I-do-not-remember-whether-or-not-there-was	if-you-know-whether-there-was
I-do-not-think-there-is	if-you-may
I-do-this	if-you-may-be
if-all	if-you-may-have
if-all-such	if-you-must
if-all-such-cases	if-you-recall
if-all-the	if-you-recall-whether-or-not
if-all-they	if-you-recollect
if-all-they-say	if-you-recollect-whether-or-not
if-all-this	if-you-remember
if-all-this-is	if-you-remember-whether-or-not
if-all-those	if-your-honor-please
if-all-we-had	if-you-say
if-all-we-have	if-you-think
if-all-were	if-you-will
if-all-were-the	if-you-will-be
if-all-which	if-you-will-have
if-it	if-you-will-soon
if-possible	if-you-will-soon-be
if-sueh	if-you-will-soon-have
if-sueh-is	if-you-wish
if-sueh-may	if-your-life
if-sueh-may-be	I-had
if-sueh-must	I-had-not
if-the-court-please	I-had-been
if-the-jury	I-had-been-in
if-there-is	I-had-been-in-the
if-they	I-had-knowledge
if-they-may	I-had-known
if-they-may-be	I-had-known-him (the)
if-they-must	I-had-never
if-they-must-be	I-had-no-doubt
if-you	I-had-not
if-you-are	I-had-nothing
if-you-ever	I-hope
	I-hope-you-may-be
	I-hope-you-will-be

HOW TO CONSTRUCT SHORTHAND PHRASES

I-instruct-the-jury	in-all-they
I-know	in-all-this
I-may	in-all-those
I-may-have	in-all-those-eases
I-may-have-been	in-all-we
I-may-have-been-there	in-all-we-do
I-may-have-them	in-all-we-have
I-may-have-this	in-all-we-think
I-may-have-you	in-all-your-days
I-may-never	in-all-your-doings
I-may-never-be	in-all-your-sayings
I-may-not	in-all-your-talk (you-take)
I-may-not-be	in-any-case
I-may-reeall	in-any-event
I-may-remember	in-any-other-business
immaterial, inept and irrelevant	in-any-way
immaterial, irrelevant and incompetent	incompetent, immaterial and irrelevant
I-must	incompetent, irrelevant and immaterial
I-must-also	in-connection-with
I-must-also-be	in-connection-with-the
I-must-always	in-connection-with-their
I-must-always-be	in-connection-with-the-other
I-must-ask-him (the)	in-connection-with-this
I-must-be	in-consideration
I-must-have	in-determining-the
I-must-never	in-his-judgment
I-must-never-be	in-his-letter
I-must-recall	in-his-life
I-must-say	in-his-love
I-must-take	in-his-manner
I-must-take-you	in-his-position
in-accordance-with	in-his-publication
in-accordance-with-the	in-his-room
in-accordance-with-their	in-his-testimony
in-accordance-with-this	in-his-way
in-a-general-way	in-it
in-all	in-my-judgment
in-all-his	in-no-other-business
in-all-it	in-order-that
in-all-sueh-eases	in-order-to
in-all-the	in-other-ways
in-all-these	in-other-words
in-all-these-eases	

HOW TO CONSTRUCT SHORTHAND PHRASES

in-our	in-sympathy-with-the (him)
in-our-day	intelligence-or-lack-of-intelli-
in-our-own	gence
in-our-time	intelligence-or-want-of-intelli-
in-our-work	gence
I-now	interest-or-lack-of-interest
in-receipt	Interstate-Commerce-Commis-
in-receipt-of-this	sion
in-receipt-of-your	in-the-afternoon
in-receipt-of-your-favor	in-the-comparison
in-receipt-of-your-letter	in-the-committee
in-reference	in-the-declaration
in-reference-to-that	in-the-early-part-of
in-reference-to-them	in-the-evening
in-reference-to-this	in-the-first-place
in-regard-to-that	in-the-forenoon
in-regard-to-the-matter	in-the-habit
in-regard-to-this	in-their-own
in-relation	in-the-latter-part-of
in-reply	in-them
in-reply-to-their	in-the-many
in-reply-to-them	in-the-morning
in-reply-to-your	in-the-result
in-reply-to-your-favor	in-the-second-place
in-reply-to-your-letter	in-the-way
in-respect	in-the-world
in-respect-to-that	in-this
in-respect-to-their	in-this-manner
in-respect-to-them	in-this-representation
in-respect-to-you (your)	in-this-respect
in-respect-to-your-favor	in-this-way
in-respect-to-your-letter	in-this-world
in-return	into-consideration
in-session	in-the
inside-of-the	into-account
in-some	in-which
in-some-cases	in-which-part
in-some-instances	in-which-part-of-the
in-some-manner	in-which-place
in-some-places	in-which-they-will
in-some-respects	in-which-way
in-some-way	in-which-you
in-some-way-or-other	in-which-you-are
in-such-way	in-which-you-may

HOW TO CONSTRUCT SHORTHAND PHRASES

in-which-you-will	I-should-have-this
in-which-you-will-be	I-should-hope-you
in-which-you-will-have	I-should-judge
in-writing	I-should-know-the (him)
in-your-absence	I-should-never
in-your-business	I-should-never-be
in-your-capacity	I-should-never-have
in-your-day	I-should-say-so
in-your-desire	I-should-see-him (the)
in-your-determination	I-should-think-it-is
in-your-judgment	I-should-think-it-was
in-your-office	I-should-think-so
in-your-opinion	I-should-think-this
in-your-publication	I-should-think-this-is
in-your-shop	I-should-think-you-may
in-your-talk	I-would-think-you-will
in-your-testimony	I-would-think-you-would (were)
in-your-time	I-swear
I-object-to-that	I-swear-that
irrelevant-incompetent-and-im- material	it-cannot
irrelevant-immaterial-and-in- competent	it-cannot-be
I-said-so	it-cannot-be-necessary
I-said-there-was	it-cannot-be-necessary-for
is-as	it-cannot-be-necessary-for-the (him)
is-his	it-cannot-be-necessary-for-them
is-it	it-cannot-be-necessary-for-us
is-it-not-a-fact	it-cannot-be-necessary-for-you
is-it-not-trne	I-thank-you
is-it-true	it-has
isn't-it-a-fact	it-has-not-been
isn't-it-so	it-has-not-been-necessary
is-thr	I-think
is-there-anything	I-think-it-is
I-shall	I-think-so
I-shall-be	I-think-there-was
I-shall-have	I-think-there-were
I-should-be	I-think-they
I-should-do	I-think-this
I-should-do-this	I-think-you-are
I-should-have-many	I-think-you-may-have
I-should-have-them	I-think-you-will-have
I-should-have-them-with-you	I-think-you-were (would)
	it-is
	it-is-as

HOW TO CONSTRUCT SHORTHAND PHRASES

it-is-his	it-must-also
it-is-my-recollection	it-must-also-be
it-is-not	it-must-always
it-is-nothing	it-must-always-be
it-is-not-a-fact	it-must-be
it-is-not-so	it-must-have
it-is-their	it-must-never
it-is-the-only	it-must-never-be
it-is-the-only-thing	it-ought-to-have
it-is-the-only-way	it-ought-to-have-been
it-is-the-way	it-ought-to-have-been-in
it-is-your-recollection	it-ought-to-have-been-necessary
it-may	it-ought-to-have-been-necessary-for
it-may-be	it-ought-to-have-been-necessary-for-me
it-may-become-necessary	it-ought-to-have-been-necessary-for-the (him)
it-may-become-necessary-for	it-ought-to-have-been-necessary-for-them
it-become-necessary-for-me	it-ought-to-have-been-necessary-for-us
it-may-become-necessary-for-the (him)	it-ought-to-have-been-necessary-for-you
it-may-become-necessary-for-them	it-ought-to-have-been-necessary-for-you
it-may-become-necessary-for-us	it-ought-to-have-been-necessary-for-the (him)
it-may-become-necessary-for-you	it-ought-to-have-been-necessary-for-them
it-may-be-necessary	it-ought-to-have-been-necessary-for-us
it-may-be-necessary-for	it-ought-to-have-been-necessary-for-the (him)
it-may-be-necessary-for-me	it-ought-to-have-been-necessary-for-them
it-may-be-necessary-for-the (him)	it-ought-to-have-been-necessary-for-them
it-may-be-necessary-for-them	it-ought-to-have-been-necessary-for-them
it-may-be-necessary-for-us	it-ought-to-have-been-necessary-for-the (him)
it-may-be-necessary-for-you	it-ought-to-have-been-necessary-for-them
it-may-have	it-ought-to-have-been-necessary-for-us
it-may-not	it-ought-to-have-been-necessary-for-the (him)
it-may-not-be	it-ought-to-have-been-necessary-for-them
it-may-not-be-necessary	it-ought-to-have-been-necessary-for-us
it-may-not-be-necessary-for	it-ought-to-have-been-necessary-for-the (him)
it-may-not-be-necessary-for-the (him)	it-ought-to-have-been-necessary-for-them
it-may-not-become-necessary-for-us	it-ought-to-have-been-necessary-for-the (him)
it-may-not-be-necessary-for-you	it-ought-to-have-been-necessary-for-them
it-must	it-ought-to-have-been-necessary-for-me

HOW TO CONSTRUCT SHORTHAND PHRASES

it-was-necessary-for-the (him)	it-will-soon
it-was-necessary-for-them	it-will-soon-be
it-was-necessary-for-us	it-will-soon-be-necessary
it-was-necessary-for-you	it-will-soon-be-necessary-for
it-was-not	me
it-wasn't	it-will-soon-be-necessary-for
it-was-something	the (him)
it-will	it-will-soon-be-necessary-for
it-will-also	them
it-will-also-be-said	it-will-soon-be-necessary-for
it-will-also-be-seen	us
it-will-always	it-will-soon-be-necessary-for
it-will-always-be	you
it-will-always-be-said	it-would-have
it-will-always-be-seen	it-would-have-been
it-will-be	it-would-have-been-in
it-will-become	it-would-have-been-known
it-will-be-necessary	it-would-have-been-necessary
it-will-be-necessary-for	it-would-have-been-necessary-for
it-will-be-necessary-for-me	it-would-have-been-necessary-for
it-will-be-necessary-for-the (him)	it-would-have-been-necessary-for-me
it-will-be-necessary-for-them	it-would-have-been-necessary-for-the (him)
it-will-be-necessary-for-us	it-would-have-been-necessary-for-them
it-will-be-necessary-for-you	it-would-have-been-necessary-for-this
it-will-be-said	it-would-have-been-necessary-for-us
it-will-be-seen	it-would-have-been-necessary-for-you
it-will-be-some	it-would-have-been-necessary-in-the
it-will-be-soon	it-would-have-been-necessary-in-this
it-will-be-such	it-would-have-been-thr
it-will-be-the	it-would-have-been-none
it-will-make	it-would-have-nothing
it-will-not	it-would-have-the
it-will-not-be	I-understood-you-to-say
it-will-not-be-necessary	I-want-to-ask
it-will-not-be-necessary-for	
it-will-not-be-necessary-for-the (him)	
it-will-not-be-necessary-for-them	
it-will-not-be-necessary-for-us	
it-will-not-be-necessary-for-you	
it-will-only	
it-will-only-be	

HOW TO CONSTRUCT SHORTHAND PHRASES

I-want-to-say	I-will-do-this
I-want-you-to-say	I-will-never
I-want-you-to-state	I-will-never-be
I-want-you-to-state-whether	I-will-not
I-want-you-to-state-whether- or-not	I-will-not-be
I-was	I-will-not-say
I-was-not	I-will-not-say-whether-or-not
I-wasn't	I-will-probably
I-went-downstairs	I-will-recall
I-went-upstairs	I-will-remember
I-went-up-there	I-wish
I-went-upon-their	I-won't-say
I-went-there	I-use
I-will	I-would-like
I-will-ask	I-would-like-for-you
I-will-ask-you	I-would-like-to-ask
I-will-ask-you-if-there-is	I-would-like-to-ask-whether
I-will-ask-you-if-you-know- whether	I-would-like-to-ask-whether- or-not
I-will-ask-you-to-say	I-would-like-to-ask-whether- thr
I-will-ask-you-to-say-whether	I-would-like-to-ask-whether- there-is
I-will-ask-you-to-say-whether- or-not	I-would-like-to-ask-whether- there-was
I-will-ask-you-to-say-whether- or-not-there-is	I-would-like-to-have
I-will-ask-you-to-say-whether- or-not-there-was	I-would-like-to-inquire
I-will-ask-you-to-say-whether- thr	I-would-like-to-inquire-whether
I-will-ask-you-to-say-whether- there-is	I-would-like-to-inquire- whether-or-not
I-will-ask-you-to-say-whether- there-was	I-would-like-to-inquire- whether-thr
I-will-ask-you-to-state-whether	I-would-like-to-inquire- whether-there-is
I-will-ask-you-to-state-whether- or-not	I-would-like-to-inquire- whether-there-was
I-will-ask-you-to-state-whether- or-not-thr	I-would-like-to-know
I-will-ask-you-to-state-whether- or-not-there-was	I-would-like-to-know-whether
I-will-be-pleased	I-would-like-to-know-whether- or-not
I-will-be-very-pleased	I-would-like-to-know-whether- thr
I-will-be-with-you	I-would-like-to-know-whether- there-is

HOW TO CONSTRUCT SHORTHAND PHRASES

I-would-like-to-know-whether-
there-was
I-would-like-to-say
I-would-like-you
I-would-like-you-to-say
I-would-like-you-to-say-
whether
I-would-like-you-to-say-
whether-or-not
I-would-like-you-to-say-
whether-thr
I-would-like-you-to-say-
whether-there-is
I-would-like-you-to-say-
whether-there-was
I-would-like-you-to-state
I-would-like-you-to-state-
whether
I-would-like-you-to-state-
whether-or-not
I-would-like-you-to-state-
whether-or-not-there-was
I-would-like-you-to-state-
whether-thr
I-would-like-you-to-state-
whether-there-is
I-would-like-you-to-state-
whether-there-was
I-would-not-be-certain
I-would-not-be-sure
I-would-not-be-sure-whether
I-would-not-say-whether

J

jury-are-instructed
just-state-when-you
just-as-far-as
just-as-quick-as
just-as-soon-as

K

knowledge-and-belief

knowledge-or-lack-of-
knowledge
know-thr
know-there-is
know-whether
know-whether-or-not
know-whether-thr
know-whether-there-is
know-whether-there-was

L

ladies-and-gentlemen
last-month
last-session
leading-and-suggestive

M

may-be
may-have-been
may-have-been-thr
may-it-please-the-court
may-not
miles-an-hour
miles-away
more-than
more-than-onee
more-than-one
more-than-the
more-than-this
motion-denied
motion-granted
Mr.-Chairman
my-best-recollection
my-dear-sir
my-recollection

N

neglect-of-the-defendant
neglect-of-the-plaintiff
negligence-of-the-defendant
negligence-of-the-plaintiff

HOW TO CONSTRUCT SHORTHAND PHRASES

next-month
next-session
no-more-than
no-more-than-once
no-more-than-one
no-other
no-part-of-the
nothing-like-that
not-to-my-knowledge
notwithstanding-the-fact
no-way
now, Mr.-(name-of-witness)

O

objection-over-ruled
objection-sustained
of-all
of-all-of-the
of-all-the
of-all-this
of-all-those
of-all-which
offer-in-evidenee
of-it
of-my-knowledge
of-my-own-knowledge
of-my-personal-knowledge
of-our
of-their
of-their-own
of-their-testimony
of-this-way
of-this-work
of-your-own-knowledge
onee-in-a-while
onee-or-twhee
one-side-of-the
one-thing-or-another
one-way-or-another
one-way-or-the-other
on-or-about
on-or-before
on-our

on-the-contrary
on-the-one-hand
on-the-other-hand
on-the-other-side
on-the-trial
on-this-day
on-this-side
opportunity-or-want-of-oppor-
tunity
ordinarily-prudent
ordinary-and-reasonable-eare
ordinary-eare
ordinary-eare-and-caution
ordinary-prudence
or-not
other-than
other-than-the
other-than-this
ought-not
outside-of-the
over-all
over-all-the
over-all-them

P

party-of-the-first-part
party-of-the-second-part
personal-knowledge
plaintiff's-exhibit-A
plans-and-specifications
please-state
please-state-whether
please-state-whether-or-not
Postmaster-General
preponderance-of-the-evidencee
President-of-the-United-States
previous-to-that-time
previous-to-the-time
previous-to-this-time
prior-to-the-day
prior-to-the-time
prior-to-this
prior-to-this-day

HOW TO CONSTRUCT SHORTHAND PHRASES.

prior-to-this-time
prior-to-your (you)
prior-to-your-coming
prior-to-your-going
prior-to-your-having
prior-to-your-saying
prior-to-your-seeing
probability-or-improbability
promissory-note
Public-Service-Commission

R

rate-of-interest
rate-of-speed
rate-per-ton-per-mile
rather-than
reading-room
rear-room
reasonable-care
reasonable-care-and-caution
reasonable-care-and-diligence
reasonable-care-and-prudence
reasonableleness-or-unreason-
 ableness
reasonable-prudence
reasonably-prudent
reasonably-safe
recall-whether
recall-whether-or-not
recall-whether-or-not-thr
recall-whether-there-was
recollect-whether
recollect-whether-or-not
recollect-whether-or-not-thr
recollect-whether-thr
recollect-whether-there-was
re-cross-examination
re-direct-examination
refresh-your-memory
refresh-your-recollection
remember-whether
remember-whether-or-not
remember-whether-thr

respectfully-yours
right-away
right-of-way
rules-and-regulations

S

say-there-is
Secretary-of-Agriculture
Secretary-of-Commerce
Secretary-of-Labor
Secretary-of-State
Secretary-of-the-Interior
Secretary-of-the-Navy
Secretary-of-the-Treasury
Secretary-of-War
seems-to-be
seems-to-me
see-there-is
Senate-of-the-United-States
several-days
several-days-ago
several-months
several-months-ago
several-years
several-years-ago
she-may-never
she-may-never-be
she-must-also
she-must-also-be
she-must-always
she-must-always-be
she-must-be
she-must-have
she-must-never
she-must-never-be
she-must-never-have
she-said
she-said-that
she-said-to-me
she-says-to-me
(showing-exhibit-to-the-court)
(showing-exhibit-to-the-jury)
sincerely-yours

HOW TO CONSTRUCT SHORTHAND PHRASES

since-that-time	that-is-nothing
since-the-time	the-other
somehow-or-other	the-other-day
some-one	the-other-way
some-other-way	then-and-there
something-else	there-could-not-have-been
something-like-that	there-should-be
something-or-other	there-should-not-be
some-way	there-will-be
some-way-or-other	there-will-be-some
somewhere-or-other	there-will-be-something
sooner-or-later	there-are-some
so-that-you-are	these-circumstances
so-that-you-may	these-may
State-Department	these-may-be
state-to-the-court	they-are
state-to-the-court-and-jury	they-are-all
state-whether	they-are-all-the
state-whether-or-not	they-are-in-the
state-whether-or-not-thr	they-are-now
state-whether-or-not-there-was	they-are-the
state-whether-there-was	they-did-not
state-whether-thr	they-did-not-know-anything-
studying-thr	about
such-are-the	they-didn't
such-will	they-did-not-say
such-will-be	they-do-not
such-will-make	they-do-not-know-anything-
such-will-receive	about
such-will-require	they-do-not-say
sustain-the-objection	they-have

T

take-into-consideration	they-have-been
tell-him	they-have-been-in
tell-how-long	they-have-been-in-the
tell-me	they-have-been-thr
tell-the-court	they-have-given
tell-the-court-and-jury	they-have-in-the
tell-whether	they-have-knowledge
tell-whether-or-not	they-have-never
that-is-all	they-have-never-been
that-is-anything	they-have-no

HOW TO CONSTRUCT SHORTHAND PHRASES

they-must-also	this-session
they-must-also-be	though-thr
they-must-always	though-there-is
they-must-always-be	to-a-great-extent
they-must-be	to-all
they-must-have	to-all-the
they-must-never	to-all-them
they-must-never-be	to-all-this
they-ought-to-have	to-be
they-ought-to-have-been	to-be-given
they-ought-to-have-been-in	to-have-been
they-ought-to-have-been-known	to-have-been-thr
they-ought-to-have-been-thr	to-have-the
they-ought-to-have-none	to-my-best-recollection
they-ought-to-have-nothing	to-my-recollection
they-ought-to-have-the	to-our
they-were	to-some-extent
they-were-not	to-the-best-of-my-knowledge
they-were-thr	to-the-best-of-my-knowledge-
they-were-with-us	and-belief
they-were-with-you	to-the-best-of-my-recollection
they-will	to-the-best-of-your-recollection
they-will-make	to-this-extent
they-will-not	to-what
they-will-not-say	to-your-best-recollection
they-will-remember	to-your-recollection
they-will-require	Treasury-Department
they-will-soon	Truly-yours
they-will-soon-be	
they-would-have	
they-would-have-been	
they-would-have-been-in-the	under-all-the-eircumstances
they-would-have-been-thr	under-the-eircumstances
they-would-have-knowledge	United-States-of-America
they-would-have-known	unless-the
they-would-have-no	unless-they
they-would-have-nothing	unless-they-do
they-would-have-the	unless-they-may
they-would-not-say	unless-they-must
think-there-is	unless-they-say
this-is-the-only	unless-this
this-is-the-only-thing	unless-you-do
this-is-the-only-way	unless-you-have
this-month	unless-you-say

U

under-all-the-eircumstances
under-the-eircumstances
United-States-of-America
unless-the
unless-they
unless-they-do
unless-they-may
unless-they-must
unless-they-say
unless-this
unless-you-do
unless-you-have
unless-you-say

HOW TO CONSTRUCT SHORTHAND PHRASES

V

verdict-of-the-jury
very-respectfully-yours
Vice-President
Vice-President-of-the-United-
States

we-may-always
we-may-always-be
we-may-have-many
we-may-have-the (him)

we-may-have-them
we-may-have-this
we-may-not
we-must

we-must-also
we-must-also-be
we-must-always

we-must-always-be
we-must-ask
we-must-be

we-must-have
we-must-see
we-must-take-the

we-referred
were-also
were-always

were-it
were-not
were-referred

were-thr
were-this-the
were-we-at-the

were-we-there
were-we-to-be
were-we-with-the (him)

were-we-with-them
were-you-at-the
were-yon-in-the

were-you-there
were-you-with-the (him)
were-you-with-them

we-shall
we-shall-be
we-shall-have

we-think-it-is
we-think-so
we-think-the (he)

we-were-at-the
we-were-going-thr
we-were-having-thr

W

was-it
was-not
wasn't
was-thr
was-their-own
was-there-anything
was-there-not
was-there-not-anything
we-also
we-always
we-are
we-are-conscious
we-are-for-the (him)
we-are-glad-to-know
we-are-in-receipt
we-are-in-receipt-of-their
we-are-in-receipt-of-this
we-are-in-receipt-of-your
we-are-in-receipt-of-your-favor
we-are-in-receipt-of-your-letter
we-are-in-the
we-are-inquiring
we-are-not
we-are-now
we-are-pleased
we-are-very-pleased
we-hope-you-may
we-hope-you-may-be
we-hope-you-were
we-hope-you-will-be
weight-of-evidence
we-may-also
we-may-also-be

HOW TO CONSTRUCT SHORTHAND PHRASES

we-were-staying-thr
we-were-thr
we-were-with-the (him)
we-were-with-them
we-were-with-this
we-will
we-will-be
we-will-be-with (away)
we-will-be-with-them
we-will-be-with-this
we-will-be-with-you
we-will-do
we-will-do-away
we-will-have-many
we-will-have-the
we-will-have-them
we-will-have-this
we-will-have-you
we-will-not
we-would-be
we-would-have-the
what-did-you-say
what-did-you-see
what-do-you
what-do-you-know
what-do-you-say
what-do-you-see
what-do-you-think
what-for
what-have-you
what-have-you-to-say-as-to-
 whether-or-not
what-ifAnything
what-if-you
what-if-you-were
what-is-the
what-is-the-matter
what-is-the-matter-with-you
what-is-thr
what-is-the-objection
what-is-the-question
what-was-said
what-was-the
what-was-there

what-was-this
what-were-the (he)
what-were-we-doing
what-were-we-doing-thr
what-were-you-doing
what-were-you-doing-thr
what-were-you-saying
what-would-have-been
what-would-it
what-would-we-do
what-would-you-have
what-you-have
when-and-where
when-did
when-did-you
when-did-you-eome
when-did-you-do
when-did-you-do-that
when-did-you-do-the
when-did-you-do-this
when-did-you-go
when-did-you-go-there
when-did-you-go-with-the (him)
when-did-you-go-with-them
when-did-you-go-with-their
when-did-you-have
when-did-you-have-their
when-did-you-have-them
when-did-you-have-this
when-did-you-next
when-did-you-see
when-did-you-see-the (him)
when-did-you-see-them
when-do
when-do-you
when-do-you-do
when-do-you-do-that
when-do-you-do-this
when-do-you-go
when-do-you-go-with-the (him)
when-do-you-go-with-them
when-do-you-have
when-do-you-have-them
when-do-you-have-this

HOW TO CONSTRUCT SHORTHAND PHRASES

when-do-you-next	where-did-you-do-this
when-do-you-see	where-did-you-go
when-do-you-see-the (him)	where-did-you-go-with-him (the)
when-do-you-see-them	where-did-you-go-with-them
when-had	where-did-you-have
when-had-you	where-did-you-have-their
when-had-you-been	where-did-you-have-them
when-had-you-been-there	where-did-you-have-this
when-is-the	where-did-you-live
when-they-were	where-did-you-next
when-this	where-did-you-reside
when-was-the	where-did-you-see
when-we-are	where-did-you-see-the (him)
when-we-had	where-did-you-see-them
when-we-have	where-do
when-would	where-do-you
when-would-you	where-do-you-do
when-would-you-go	where-do-you-do-that
when-would-you-go-with-the (him)	where-do-you-do-this
when-would-you-go-with-their	where-do-you-go
when-would-you-go-with-them	where-do-you-go-with-the (him)
when-would-you-do	where-do-you-go-with-their
when-would-you-do-that	where-do-you-go-with-them
when-would-you-do-this	where-do-you-have
when-would-you-have	where-do-you-have-their
when-would-you-have-their	where-do-you-have-them
when-would-you-have-them	where-do-you-have-this
when-would-you-next	where-do-you-live
when-would-you-see	where-do-you-next
when-would-you-see-the (him)	where-do-you-reside
when-would-you-see-them	where-do-you-see
when-you-can	where-do-you-see-the (him)
when-you-can-be	where-do-you-see-them
when-you-can-do	where-had
when-you-can-do-so	where-had-you
when-you-have	where-had-you-been
when-you-have-been	where-have-the
when-you-say	where-have-you
when-you-were-at-the	where-have-you-been
where-did	where-is-the
where-did-you	where-it-is
where-did-you-do	where-it-was
where-did-you-do-that	wherever-the

HOW TO CONSTRUCT SHORTHAND PHRASES

where-was-he	which-have-been-in
where-was-that	which-have-been-known
where-would	which-have-been-there
where-would-yon	which-have-nothing
where-would-yon-do	which-have-the
where-would-yon-do-that	which-is-the-only
where-would-you-do-this	which-is-the-only-thing
where-would-you-go	which-is-the-only-way
where-would-you-go-with-the (him)	which-may-be
where-would-you-go-with-their	which-may-be-necessary
where-would-you-go-with-them	which-may-be-necessary-for
where-would-you-have	which-may-be-necessary-for-me
where-would-you-have-their	which-may-be-necessary-for-
where-would-you-have-them	the (him)
where-would-you-have-this	which-may-be-necessary-for-
where-would-you-next	them
where-would-you-see	which-may-be-necessary-for-us
where-would-you-see-the (him)	which-may-be-necessary-for-you
where-would-you-see-them	which-may-not
where-you-ean	which-may-not-be
where-you-ean-be	which-may-not-be-necessary
where-you-ean-do	which-may-not-be-necessary-for
where-you-ean-do-so	the
whether-you-are	which-may-not-be-necessary-for-
which-are	them
which-are-in	which-may-not-be-necessary-for-
which-are-not	us
which-are-now	which-may-not-be-necessary-for-
which-are-the	you
which-eannot	which-ought-to-have-been
which-eannot-be	which-ought-to-have-been-in
which-eannot-be-necessary	which-ought-to-have-been-
which-eannot-be-necessary-for	necessary
which-eannot-be-necessary-for- the	which-ought-to-have-been-
which-eannot-be-necessary-for- them	necessary-for-me
which-eannot-be-necessary-for- us	which-ought-to-have-been-
which-eannot-be-necessary-for- you	necessary-for-the
which-have	which-ought-to-have-been-
which-have-been	necessary-for-them
	which-ought-to-have-been-
	necessary-for-this
	which-ought-to-have-been-
	necessary-for-those

HOW TO CONSTRUCT SHORTHAND PHRASES

which-ought-to-have-been-	which-will-not
necessary-for-us	which-will-not-be-necessary
which-ought-to-have-been-	which-will-not-be-necessary-for
necessary-for-you	the
which-ought-to-have-been-	which-will-not-be-necessary-for-
necessary-in-this	them
which-ought-to-have-been-there	which-will-not-be-necessary-for-
which-ought-to-have-given	us
which-ought-to-have-never	which-will-not-be-necessary-for-
which-ought-to-have-no	you
which-ought-to-have-none	which-will-only
which-ought-to-have-nothing	which-will-only-be
which-ought-to-have-the	which-would-have
which-was	which-would-have-been
which-was-necessary	which-would-have-been-in
which-was-necessary-for	which-would-have-been-
which-was-necessary-for-me	necessary
which-was-necessary-for-the	which-would-have-been-
(him)	necessary-for
which-was-necessary-for-them	which-would-have-been-
which-was-necessary-for-this	necessary-for-me
which-was-necessary-for-us	which-would-have-been-
which-was-necessary-for-you	necessary-for-the (him)
which-will	which-would-have-been-
which-will-be	necessary-for-them
which-will-become	which-would-have-been-
which-will-be-necessary	necessary-for-those
which-will-be-necessary-for	which-would-have-been-
which-will-be-necessary-for-me	necessary-for-us
which-will-be-necessary-for-	which-would-have-been-
the (him)	necessary-for-you
which-will-be-necessary-for-	which-would-have-been-
them	necessary-in-the
which-will-be-necessary-for-	which-would-have-been-
us	necessary-in-this
which-will-be-necessary-for-	which-would-have-been-there
you	which-would-have-given
which-will-be-said	which-would-have-no
which-will-be-seen	which-would-have-none
which-will-be-some	which-would-have-nothing
which-will-be-soon	which-would-have-the
which-will-be-the	while-thr
which-will-employ	while-there-is
which-will-make	

HOW TO CONSTRUCT SHORTHAND PHRASES

who-are	why-would-you-come
who-are-not	why-would-you-leave
who-are-the	why-would-you-say
who-have-been	wilfully-and-knowingly
who-have-been-in-the	will-be
who-have-been-necessary	will-have
who-have-been-necessary-for	will-not
who-have-been-necessary-for- me	will-you-be
who-have-been-necessary-for-the	will-you-come
who-have-been-necessary-for- them	will-you-go
who-have-been-necessary-for- this	will-you-have
who-have-been-necessary-for-us	will-you-have-them
who-have-been-necessary-for- you	will-you-say
who-said-so	will-you-say-whether
who-said-that	will-you-say-whether-or-not
who-will	will-you-say-whether-or-not- there-was
who-will-be	will-you-say-whether-there
who-will-make	will-you-say-whether-there-was
who-will-make-the	will-you-see
who-will-make-this	will-you-see-whether
who-will-not	will-you-see-whether-or-not-thr
who-will-say	will-you-see-whether-or-not- there-was
who-will-see	will-you-swear
why-did	will-you-swear-whether-or-not
why-did-not	with-all-the-other-circumstances
why-didn't	with-their
why-did-you	with-all
why-did-you-come	with-all-the
why-did-you-leave	with-all-them
why-did-you-say	with-all-this
why-do	with-all-those
why-do-not	with-all-yon (your)
why-don't	with-all-you-may
why-do-you	with-all-yon-may-do
why-do-you-come	with-all-you-may-have
why-do-you-leave	with-all-you-say
why-do-you-say	with-him (the)
why-had	with-his
why-is-the	with-me
why-would	with-my
	with-our
	with-referencee

HOW TO CONSTRUCT SHORTHAND PHRASES

with-reference-to-that	you-didn't-knowanything-about
with-reference-to-them	you-do
with-reference-to-this	you-do-not-knowanything-about
with-respect	you-don't-knowanything-about
with-respect-to-them	you-have
with-respect-to-this	you-have-been
with-respect-to-thr	you-may
with-respect-to-your	you-may-answer
with-respect-to-your-favor	you-may-be
with-respect-to-your-letter	you-may-have
with-them	you-may-never
with-this	you-may-never-be
with-us	you-may-recall
with-what-is-the	you-may-remember
with-what-it-is	you-may-recollect
with-what-you-know	you-may-soon-be
with-which-the (he)	you-mean-to-say
with-you	you-mean-to-tell
with-your-knowledge	you-mean-to-tell-us
(witness-refers-to-book)	you-must
(witness-refers-to-memo-	you-must-also
random)	you-must-also-be
(witness-refers-to-paper)	you-must-always
witness-stand	you-must-always-be
witness-testimony	you-must-be
work-there	you-must-have
would-we-be	you-must-never
would-we-have-the	you-must-never-be
would-you-be	you-must-recall
would-you-be-willing	you-must-recollect
would-you-be-willing-to-swear	you-must-remember
would-you-have	you-must-say
would-you-say	you-must-take-the (him)

Y

yes-or-no
you-are
you-are-further-instructed
you-are-instructed
you-are-pleased
you-are-very-pleased
you-did-not-knowanything-about

you-didn't-knowanything-about
you-do
you-do-not-knowanything-about
you-don't-knowanything-about
you-have
you-have-been
you-may
you-may-answer
you-may-be
you-may-have
you-may-never
you-may-never-be
you-may-recall
you-may-remember
you-may-recollect
you-may-soon-be
you-mean-to-say
you-mean-to-tell
you-mean-to-tell-us
you-must
you-must-also
you-must-also-be
you-must-always
you-must-always-be
you-must-be
you-must-have
you-must-never
you-must-never-be
you-must-recall
you-must-recollect
you-must-remember
you-must-say
you-must-take-the (him)
you-ought-to-have
you-ought-to-have-been
you-ought-to-have-been-in
you-ought-to-have-been-there
you-ought-to-have-given
you-ought-to-have-knowledge
you-ought-to-have-never
you-ought-to-have-me
you-ought-to-have-none
you-ought-to-have-nothing

HOW TO CONSTRUCT SHORTHAND PHRASES

you-recollect	you-will-never-be
your-information	you-will-probably
your-honor	you-will-recall
your-recollection	you-will-recollect
yours-respectfully	you-will-remember
yours-sincerely	you-will-see
yours-truly	you-will-soon-be
yours-very-truly	you-will-soon-have-to-be
your-verdict	you-would-be-the
you-say-so	you-would-have
you-should-never	you-would-have-been-in-the
you-should-never-be	you-would-have-knowledge
you-should-take-into-consideration	you-would-have-known
you-were-from-the	you-would-have-no
you-will-be-pleased	you-would-have-nothing
you-will-be-very-pleased	you-would-have-been-there
you-will-have-to-be	you-would-make
you-will-know-them	you-would-say-the
you-will-never	your-best-recollection

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ings

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